

# Application for Certificate in Infant/Toddler Care

Mail to: Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053-2142  
Or FAX to 860-832-3999

Last Name	First	MI	Alternate Names (Maiden/Other)		
No. & Street		City		State	Zip
Home Phone	Work Phone		E-mail		
Current Employer & Address				Social Security #	
<b>Application Fee: \$75.00</b>					
<b>Payment by <u>Check Only</u> Payable to Charter Oak State College</b>					
Indicate if: <input type="checkbox"/> Personal check or <input type="checkbox"/> Third Party Payment from: _____					
<b>Mail Payment to:</b> Charter Oak State College Attn: Carole Weisberg, CDC Coordinator 55 Paul J. Manafort Drive New Britain, CT 06053					

## Certificate Requirements

Applicants must meet all three of the following requirements to obtain the Certificate

### 1. Minimum Education/Training Requirements:

- Official documentation of high school diploma/G.E.D. **OR**  Official transcripts verifying a higher education degree
- Evidence of current First Aid and CPR training.

### 2. Minimum Experience Requirement:

- Letter from supervisor verifying at least one year's experience working with infants/toddlers in a licensed child care center or licensed family day care center **OR**
- Evidence of current Infant/Toddler Child Development Associate Credential (CDA) issued by the Council for Professional Recognition **OR**
- If family child care owner/provider:
  - o Evidence of current Family Child Care Child Development Associate Credential (CDA) issued by the Council for Professional Development; **and**
  - o Copy of current State issued Family Day Care License

### 3. Coursework requirements: (choose **ONE**)

- Completion of the Infant/Toddler or Family Child Care CDA **AND** a total of 6 credits in the following subject areas:
  - o Infant/Toddler Growth and Development
  - o Early Language and Literacy Development

**OR**

- Completion of a total of 12 credits in the following subject areas:
  - o Infant/Toddler Growth and Development
  - o Early Language and Literacy Development
  - o Methods and Techniques for Infants/Toddlers
  - o Health, Safety, and Nutrition

**Official Transcripts:** Please have verification of high school diploma/G.E.D or college transcripts sent directly to Charter Oak State College directly from the institution. Xeroxed copies or opened envelopes are not official copies.

**Letters verifying experience** must be under original signature, on letterhead and sent directly to Charter Oak State College from the authorized person writing the letter on your behalf.

**Official record of your CDA** can be obtained from The Council for Professional Recognition, 2460 16<sup>th</sup> Street, NW, Washington, DC 20009: 800-424-4310 (please request letter be sent directly to Charter Oak State College).