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

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:
     - ☐ Evidence of current Family Child Care Child Development Associate Credential (CDA) issued by the Council for Professional Development; and
     - ☐ 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:
     - ☐ Infant/Toddler Growth and Development
     - ☐ Early Language and Literacy Development
   - OR
   - ☐ Completion of a total of 12 credits in the following subject areas:
     - ☐ Infant/Toddler Growth and Development
     - ☐ Early Language and Literacy Development
     - ☐ Methods and Techniques for Infants/Toddlers
     - ☐ 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 16th Street, NW, Washington, DC 20009; 800-424-4310 (please request letter be sent directly to Charter Oak State College).