

Memorandum of Understanding (MOU)

between the

Blended Ancillary CDA Certificate Program (BACCP),

_____, and _____
(Candidate Name) (Employer/Director Name)

This Memorandum of Understanding describes the roles and responsibilities of the ProSolutions Training (PST) Blended Ancillary CDA Certificate Program (BACCP), a partnership with the Child Care Association of Louisiana (CCAL); the program candidate _____; and candidate's employer _____, director of the _____ child care center, as it relates to candidate enrollment and participation in BACCP.

PST/BACCP will:

- Outline the timeline, expectations, and structure of the program
- Provide candidate with a training plan and online coursework meeting CDA coursework requirements, including review courses for each CDA subject area
- Support various adult learning styles through the inclusion of audio, video, interactive games, checkpoint questions, and open-ended reflection questions
- Provide access to printable resources related to course content in course modules
- Administer tests after each course module to determine competence in content area
- Provide webinars, online office hours, embedded "help" links in courses and an online practice community to encourage and support candidate learning, progress and success
- Provide technical assistance via telephone and email regarding online accounts and courses
- Provide multiple opportunities for practice application
- Conduct two full CLASS observations and additional short-cycle CLASS observations
- Provide individualized coaching/mentoring and feedback to candidate on CLASS assessments and practice applications
- Coordinate candidate observations of exemplary child care programs
- Support candidate's development of a professional portfolio for the candidate's CDA application

Candidate will:

- Commit to full completion of BACCP requirements (unless an emergency or serious illness occurs), including coursework and all required assignments, practice applications and observations
- Complete the LA Early Childhood Ancillary Certificate Application after completing the BACCP

- Commit to obtaining the CDA credential from the Council for Professional Recognition after completing the BACCP
- Complete the Louisiana Pathways tuition scholarship application
- Manage time to complete the 120 hours of coursework within the required timeframes
- Complete the training and course tests without any outside assistance except that provided by the instructor and/or the program technical assistance staff
- Print and use course resources as needed
- Keep individual training plan up-to-date
- Remain employed in a Type III child care program through completion of the BACCP
- Apply learned skills in the classroom, in consultation with coach/mentor and employer/director
- Complete the Louisiana Pathways CDA Credential Assessment Fee Scholarship application
- Complete the CDA application requirements, including the Reflective Statements of Competence, Professional Portfolio, Professional Philosophy Statement, and Family Questionnaires
- Demonstrate learned skills during the CDA Professional Development Specialist's observation
- Complete the online CDA exam when eligible
- Complete surveys and follow-ups as requested

Candidate's Employer/Director will:

- Support candidate completion of the BACCP program, which includes training, practice application, observation and assessment requirements
- Provide support and feedback for candidate during program participation
- Encourage and help candidate apply learning in the classroom/center
- Support candidate participation by providing Internet access
- Provide candidate time off to participate in 1-2 field trips during the year to observe practice in another center/program
- Support candidate completion of the CDA credential process
- Allow videotaping for training purposes only
- Help candidate keep to the timeline to complete BACCP requirements
- Complete surveys and follow-ups as requested
- Ensure Louisiana licensing standards are maintained in the classroom/center
- Read and initial the following statement:

_____ BACCP staff and independent contractors (coaches and assessors) are required to report suspected child abuse and neglect as well as any observed Louisiana child care licensing violations, including staff-child ratio violations, to the BACCP project manager and/or to the appropriate state agency within 24 hours or as required by state law. BACCP staff and independent contractors are onsite to provide assessments and coaching and may not serve, even temporarily, as classroom teachers.

This MOU has been reviewed and agreed upon by the following parties:

BACCP Representative

Name: _____

Signature: _____

Title: _____

Date: _____

BACCP Candidate

Name: _____

Signature: _____

Title: _____

Date: _____

Candidate's Employer/Director

Name _____

Signature: _____

Title: _____

Date: _____