



CDA Training Tracking Chart

Provider Name	Date
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Please indicate what trainings you have completed under each subject area. You must have a training certificate with the following information – agency sponsoring the training, date(s) of the training, number of training hours, your name and signature of the trainer. The Council accepts 120 training hours for educational requirements. Hours are divided into 8 content areas. With no less than 10 hours in each area.

1. To establish and maintain a safe, healthy learning environment.			
Name of Training	Training Organization	Date of Training	Credit Hours

2. To advance physical and intellectual competence.			
Name of Training	Training Organization	Date of Training	Credit Hours

3. To support social and emotional development and to provide positive guidance.			
Name of Training	Training Organization	Date of Training	Credit Hours

4. To establish positive and productive relationships with families.			
Name of Training	Training Organization	Date of Training	Credit Hours

5. To ensure a well-run, purposeful program responsive to participant needs.			
Name of Training	Training Organization	Date of Training	Credit Hours

6. To maintain a commitment to professionalism.			
Name of Training	Training Organization	Date of Training	Credit Hours

7. Observing and recording children's behavior.			
Name of Training	Training Organization	Date of Training	Credit Hours

My professional development plan for 120 CDA training hours.

Current PD				
CDA Content Area	Current # Hours	Hours Needed	Total # of Hours	Date 10 Hours Completed
1. To establish and maintain a safe, healthy learning environment.				
2. To advance physical and intellectual competence.				
3. To support social and emotional development and to provide positive guidance.				
4. To establish positive and productive relationships with families.				
5. To ensure a well-run, purposeful program responsive to participant needs.				
6. To maintain a commitment to professionalism.				
7. Observing and recording children's behavior.				
8. Principles of child growth and development.				

In order to address the areas needing improvement, I plan to take courses in the following areas:

PD Plan				
CDA Content Area	Title of Training	Training Organization	Date of Training	Training Hours