

Child Development Associate (CDA) Credential Repayment Policy

Release Date: October 21, 2019

ELIGIBILITY:

- Applicant must be an active, full-time or part-time employee, in good standing, and cannot have given notice of resignation during the term of the program. Eligibility is determined by the applicant's supervisor, Quorum administrator (if applicable), regional director/dept. manager, and Human Resources (HR).
- The CDA credential must be job related and improve applicant's job expertise.
- Applicant must meet all eligibility requirements mandated by the CDA Council.
- Applicant must have a valid e-mail address.
- Applicant must obtain signatures from their principal/supervisor, Quorum administrator (if applicable), and regional director/dept. manager and/or e-mail approval for application to be considered PRE-APPROVED.
- Applicant must submit the PRE-APPROVED CDA Credential Application Repayment Agreement to HR **PRIOR** to payment of CDA Council's application fee.
- Upon confirmation of the completed requirements, HR will notify the applicant via e-mail if the application is approved or denied, along with an explanation if denied.

POLICY:

- Repayment of the CDA application fee will be made through a regular deposit, in the applicant's bi-weekly pay. Applicant is responsible for submitting the online CDA application and for paying the application fee.
- Repayment is for the application fee only. Other fees are the applicant's responsibility (i.e., books, visits, examination, etc.).
- Repayment will be processed in accordance with current state and federal tax laws.
- Application fees covered by scholarships, grants or similar aid are not eligible for repayment.
- Applicant must complete all components required for CDA credential within six months of the approved application date. If not, applicant will be required to reimburse the Company for the application fee.
- Proof of successful completion or notice of insufficient results, along with receipt of paid application fee, is required within six months of the application date. A notice of insufficient results will trigger the repayment requirement.
- If the applicant voluntarily or involuntarily terminates employment less than 12 months after payment, then he/she must repay 100% of the payment received for the application. This repayment will not apply if termination occurs due to job elimination by the Company.
- If the applicant does not successfully complete both the CDA exam and CDA verification visit; if he/she withdraws from the course; or, if he/she receives notice of insufficient results for the CDA Credential within six months of the approved repayment application date, he/she will be required to pay back the application fee to the Company within 30 days.
- No commitment shall be made or assumed regarding job change, transfer or promotion if applicant successfully obtains the CDA credential.

Child Development Associate (CDA) Credential Application Repayment Agreement

Name _____ School #/Dept. _____
 Position/Job Title _____ Date of Hire _____
 Email _____ Today's Date _____

Please check which CDA Credential you are applying for:

	Preschool CDA Credential (<i>children ages 3-5 years old</i>)	\$425.00*
	Infant/Toddler CDA Credential (<i>children ages 0-36 months</i>)	\$425.00*
	CDA Renewal	\$125.00*

To request repayment, you must sign below and submit this form to your immediate supervisor for approval. You will receive repayment via your regular, bi-weekly paycheck, set forth by the Finance department. If you have any questions regarding reimbursement, please contact Human Resources.

By signing below, you acknowledge that you have read and understood the CDA Credential Repayment Policy and agree to abide by it.

Name _____ School #/Dept. _____
 Signature _____ Date _____
 Principal/Supervisor Signature _____ Date _____
 Reg. Director/Dept. Manager Signature _____ Date _____
 Quorum Admin. Signature _____ Date _____

*Fees are subject to change each year.

***** **FOR HUMAN RESOURCES USE ONLY** *****

HR Approval or Denial /Reason:

HR Signature: _____ Date _____