

Sinclair College
Child Development Associate (CDA) Preparation Certificate
SUMMER/FALL 2020

The Sinclair CDA preparation certificate includes three courses, two will be taken during the summer 2020 semester (ECE 1100, ECE 1101) and one during the fall semester (ECE 1202). These courses will be offered in a remote online format on Saturdays. Remote online means that although the course is online (*no face to face classes), there will be a set day and time that the class will meet for virtual lectures, check-ins, or classes (this will be explained by the instructor).

**Note: Summer classes will have no face to face classes at all, whether fall is fully remote or returns to face to face will be determined at a later date.*

Upon successful completion of the CDA preparation certificate the students will:

- Build a CDA professional portfolio containing a summary of their official training and the list of courses taken, completed questionnaires from the families, written statements explaining their teaching practices in relation to the six CDA standards, early childhood resources, a description of their educational philosophy.
- Use supportive interactions and developmentally appropriate practices to create respectful, supportive and challenging learning environments for children.
- Be coached and prepared to schedule their PD Specialist visit and take the Pearson exam (these need to be done by the students AFTER the completion of the CDA prep program from Sinclair).

If you would like to participate in this program please complete the steps outlined below.

Step 1: APPLY to Sinclair College through their website

Completed ___

- Go to: <http://www.sinclair.edu>
 - Click on: **Apply Now**
 - Choose the appropriate tab:
 - **Standard Application:**
 - Start here if you are applying to Sinclair for the first time (first-time college students, transfer or visiting students).
 - **Returning Application:**
 - Previously been accepted and/or attended Sinclair (*including former CCP and Tech Prep students*), but have not registered for classes within the last two years.

Step 2: VERIFY Username and Password

Completed ____

- Every student automatically has an email account after their application for admission is processed. Be sure to check your email account regularly for important registration and financial aid updates.
- Verify your username and set your password
 - Default login credentials are:
 - **Username:** firstname.lastname (sometimes followed by numbers).
 - **Password:** Pass and the last four numbers of your social security number (ex: Pass4517).

Step 3: APPLY for financial aid (FAFSA)

Completed ____

- Complete your FAFSA as early as possible to ensure your financial aid is processed in time to pay for your classes.
- Go to: <https://studentaid.gov/h/apply-for-aid/fafsa> Use Sinclair code: **003119**
- To complete the **2019-2020 FAFSA (FOR SUMMER)** and **2020-2021 FAFSA (FOR FALL)**...

You will need the following documents on hand: (You will need 2019 documents for Fall FAFSA)

- FSA ID (fsaid.ed.gov)
 - Student's 2018 Federal Income Tax Return
 - Parent's 2018 Federal Income Tax Return (dependent students only)
 - Student's 2018 W2s, 1099's or form Schedule C
 - Parent's 2018 W2s, 1099's or form Schedule C (dependent students only)
 - Parent's social security number, birth date, marital status and date (dependent students only)
 - Amounts of any additional income received such as child support, social security, welfare benefits, etc. (documentation is not required)
- Sinclair Financial Aid Contact Info: finaid@sinclair.edu, 512-3000
 - Monday-Thursday: 8:00am-7:00pm Friday: 8:00am-5:00pm

Step 4: COMPLETE How to succeed in eLearn

Completed ____

- *How to Succeed in eLearn* is a free tutorial that **MUST** be completed before you can register for any Sinclair online course. *How to Succeed in eLearn* teaches you how to be a successful student.
 - Log into your eLearn account.
 - Click on the eLearn tab.
 - Scroll down to the bottom to find the How to Succeed in eLearn link.
 - Follow the instructions from there.
- You will need to go through the sections and then complete the quiz at the end. You will find it once you go through all the sections. There are only 10 questions on the quiz and you need a 90% to pass. Your score will be displayed immediately. If you don't pass, then take it again until you do. When you do pass, move on to step 5.

Step 5: CONTACT Kimberly Pasene

Completed ___

- Once you have completed the four steps above, email Dr. Kimberly Pasene for permission to register for the required classes. **kimberly.pasene@sinclair.edu**
- Provide your Name, Tartan/Student ID number, and confirm that you wish to register for the CDA prep courses.

Step 6: REGISTER for classes

Completed ___

- Once Dr. Pasene receives your email she will submit the permission for you to register for your classes.
- You will then be able to register for both summer and fall classes. Instructions for how to register are listed below.
- Please pay attention to the section numbers listed below, these are the only one you are eligible to register for, so be sure to select the correct sections.

Summer:

ECE 1100-500 Saturdays 9:00am – 12:40pm

ECE 1101-501 Saturdays 1:00pm – 4:40pm

Fall:

ECE 1202-101 Saturdays 9:00-11:40am

To Register for Classes:

1. Log on to your Sinclair account
2. Click on the **REGISTRATION** tab
3. Click on **SEARCH COURSES** in upper left corner
4. Use the filter options on the right side to choose the correct **SEMESTER**
5. Use the filter options on the right side to choose the **SUBJECT**
6. Once you have the list for the appropriate subject. Click on the appropriate course.
7. When you click on a course, a number of sections will show up.
 - a. Pay close attention to the section listed above in the instructions.
8. When you find the correct section click on **REGISTER NOW** within the course tab.
9. Follow the steps from there.

Remember, that you CANNOT register for ECE courses until I have submitted permission.**For any questions regarding the steps outlined above, please contact:**

Kimberly Pasene, Associate Professor of ECE

kimberly.pasene@sinclair.edu