

# Vermont Child Development Division CDA Assessment Fee Grant

## Overview

This grant is for individuals working in Vermont regulated child care/early childhood programs to assist with the cost of the CDA credential fees for a first CDA, and/or the second setting credential fee. The maximum amount of this grant is \$525. Applicants must meet all eligibility requirements in order to qualify for this funding.

Grant availability is limited for each fiscal year. When necessary, applications will be prioritized, and priority will be given to those who have not received a grant in the current fiscal year. Only complete applications will be considered. Applications are accepted on a rolling basis and can be submitted anytime. Please allow 4-8 weeks for applications to be processed.

## Eligibility Requirements

- Applicants must be employed for at least 3 months by a CDD regulated child care program in a direct care or licensed program director position. Their primary work location must be the licensed/ registered program.
- Applicants must not be a public-school teacher who is on a teacher contract for work in a regulated care setting. (Note: Classroom assistants, aides & para educators are eligible if they meet the other requirements.)
- Applicants must be applying for funding for their first CDA or second setting credential fee.
- Applicants must have a current (within one year) Individual Professional Development Plan (IPDP) in their BFIS account.
- Applicants must not owe any funds to the State of Vermont and be in good standing with the Vermont Department of Taxes.

## Grant Report

- Awardees need to submit a grant report within thirty days of obtaining their CDA certificate.
- Awardees must also submit a copy of their CDA certificate to Northern Lights at CCV (to upload into their BFIS account) within 30 days of obtaining a CDA certificate.

**For assistance with this grant application contact:**  
**Vermont Association for the Education of Young Children (VTAEYC)**  
**802-234-1090**  
[pdsupports@vtaeyc.org](mailto:pdsupports@vtaeyc.org)

**For assistance with an Individual Professional Development Plan visit:**  
<https://northernlightscv.org/career-development/individual-professional-development-plan-ipdp/>

**For assistance with submitting documentation to Northern Lights visit:**  
<https://northernlightscv.org/career-development/professional-development-tracking/>