

The Shepherd's Academy for Teaching Excellence  
P. O. Box 392006 Snellville, GA 392006 (678) 557 8684

## CDA Training Registration Form

Dr. Althea Penn, M.Ed.Adm., NAC, PDS, ODP  
Trainer code: TR BFTS 575 PDS# P32021908



Please print and complete all information.

STUDENT NAME: \_\_\_\_\_

Social Security Number (Last four digits): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TYPE OF CENTER: SCHOOL/CENTER  GROUP DAY CARE  FAMILY DAY CARE

### Class Schedule:

Online independent study course \$199 or LIVE Videoconference online course \$275.00

LIVE via GotoMeeting Videoconference course meets Saturdays & Thursdays (due to COVID-19 restrictions)

Thursdays: May 28, Jun 18, Jul 2, 9, 23, 30, 4:30PM - 9:30PM

Saturdays: May 30, Jun 6, 11, 13, 20, 25, 27, Jul 11, 16, 18, 25, 8:30AM - 3:30PM

Aug 1, 8, 8:30AM - 12:30PM

Only one absence is permitted in the videoconference sessions. Non-refundable registration fee  
Portfolio development, oral presentations, essays, student/teacher interviews and class observations.

The course includes coursework outside of class including 480 hours of field experience.

✓/Qty	Fee or required textbooks and materials	Subtotal
	Online self-paced CDA \$199.00	
	LIVE Videoconference online CDA \$275.00	
	Essentials Textbook \$49+\$8 shipping	
	Competency Standards Textbook \$25+\$8 shipping	
	Portfolio materials \$35	
	<b>Total Due</b>	

Please sign below after reading the following important information:

Registration payment must be received with this form except when paying by credit card.

Make checks payable to Penn Consulting and mail to: Penn Consulting P. O. Box 392006 Snellville, GA 30039

### Payment methods:

- 1) Mail or email the completed registration form along with a check or money order to: Dr. Althea Penn, Educational Consultant, P. O. Box 392006 Snellville, GA 30039 or [penntesting@yahoo.com](mailto:penntesting@yahoo.com)
- 2) Pay by credit or debit card with the form. If paying by credit card email both pages to [apenn@penncounseling.org](mailto:apenn@penncounseling.org)
- 3) Pay by credit or debit card or paypal credit. Email a request for an invoice to [apenn@penncounseling.org](mailto:apenn@penncounseling.org)
- 4) Pay by credit or debit card or paypal credit. Send payment via paypal to [penntesting@yahoo.com](mailto:penntesting@yahoo.com)  
Pay by credit or debit card or paypal credit. Remit payment via <http://www.paypal.me/PennConsulting>

**We accept Visa and MasterCard.** Credit card Payment Authorization information:

# \_\_\_\_\_ Visa \_\_\_ MasterCard \_\_\_

Expiration date: \_\_\_\_\_ CVC No. (on back of card) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note: Please ensure the name and zip code above match the credit card billing information. This may delay processing.**

**Cancellations/Substitutions:** Registration is non-refundable. Cancellations and substitutions must be made in writing (email acceptable). Registration may be transferred to a later session date once.

**Withdrawal:** Child development instructors may choose to withdraw a student if the student does not meet the course requirements. Students are urged to consult with their instructor or an advisor before making schedule changes. A student is not eligible for any refund if (1) the student fails to formally withdraw in writing; (2) the student is suspended for disciplinary reasons; (3) the student resigns when a disciplinary action or honor code violation is suspected (including plagiarism). A student may withdraw her/himself at any time prior to the "last day to withdraw" which is 10 business days prior to the beginning of the session.

**Attendance:** Students are expected to arrive on time for classes and to attend each class for the full class period. Two incidences of "tardiness" will equal one absence. Tardiness is defined as not arriving at the designated start time or returning late from a scheduled class break and early departures. Students with two absences or more will receive a failing grade (F) and be required to retake the course.

**Tax Deduction:** The expenses incurred for ongoing professional development are tax deductible, when completed to maintain or improve professional skills. Your accountant can provide details.

Questions? Contact Dr. Althea Pennat 678.557.8684 or [apenn@penncounseling.org](mailto:apenn@penncounseling.org)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Check or m.o. # \_\_\_\_\_

Required materials and textbooks:

Order online at <http://store.cdacouncil.org/>:

Essentials Textbook and Child Development Associate and Competency Standards –you do not need the Essentials workbook.

Buy from any office supply store (OfficeMax, Staples, Office Depot:

2-2" Presentation Binders

3 ring hole puncher

Thirty clear plastic page protectors

Eight dividers with tabs

Twenty-five self-stick plain white address labels (1" x 3") or Avery 18160 30 labels per sheet (1 sheet)

We also provide the office supply packet for \$35.