

**Memorandum of Understanding
Between
Central Nine Career Center
And
Indiana Association for the Education of Young Children, Inc.**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between **Central Nine Career Center**, 1999 U.S. 31 South Greenwood, IN 46143 and **Indiana Association for the Education of Young Children, Inc.** (IN AEYC), 2955 N. Meridian St, Suite 120, Indianapolis, IN 46208 for the delivery, administrative oversight and implementation of the Child Development Associate® (CDA) training and credentialing process.

PURPOSE: This agreement defines the relationship between the above-named entities. It will also outline the activities and responsibilities of Central Nine Career Center and INAEYC in their respective roles in providing adult education, and Child Development Associate® (CDA) Credential courses and credentialing in Johnson County and surrounding counties for forty (40) early childhood educators from July 1, 2025, through June 2026. This partnership and the provision of the CDA® Credential is made possible with funding Central Nine Career Center receives from the Indiana Department of Workforce Development, 34CFR Part 463 Subpart D.

BACKGROUND: Central Nine Career Center “is a community leader in career and technical education that is renowned for nurturing student potential and has been repeatedly recognized for its efforts in building up the workforce of trained and distinguished young people, Central Nine Career Center – Careers for 51 Years (central9.k12.in.us)”. Indiana Association for the Education of Young Children, Inc. is a nonprofit organization with a sixty-one-year history of providing professional development to early childhood educators in Indiana. Since 2004, INAEYC has provided CDA (Child Development Associate®) training and credentialing to early childhood educators to successfully obtain the CDA®.

In consideration of their respective commitments contained within this Memorandum, the parties agree as follows:

Indiana Association for the Education of Young Children Inc. will:

1. Provide Child Development Associate® (CDA) Credential courses in a hybrid model. The course structure will consist of a virtual platform provided by Central Nine Career Center for distance learning, and an in-person lab at Central Nine Career Center located at 1999 U.S. 31 South Greenwood, IN 46143. Students will be enrolled in a fourteen-sixteen-week hybrid course beginning fall 2025 through winter 2025 with an additional course beginning spring 2026. Schedule subject to change. Refer to addendum: CDA® Overview and Course Syllabus for details of the course and syllabus. Student enrollment for each course is set at a maximum of twenty (20) and no less than fifteen (15).
2. Schedule and conduct registration for the Child Development Associate® (CDA) Credential course at a date, time and location determined in partnership with Central Nine Career Center. Develop and market the CDA course.
3. Complete all course eligibility and enrollment forms for each student based on the requirements of the Council for Professional Recognition, as well as other criteria required for enrollment and mutually agreed upon with Central Nine Career Center.
4. Provide CDA® Instruction and CDA® Professional Advising upon mutual agreement with Central Nine Career Center for the time of August 2025 through June 2026.
*The Instructors and Advisors will be sub-contractors of INAEYC. The INAEYC sub-contractors will not be paid when classes or visits are not conducted. They will be paid by ACH if selected or by check. *

5. Provide the required textbooks, *Essentials for Working with Young Children (Third Edition)* and *The Child Development Associate National Credentialing Program®* and *CDA Competency Standards* books for up to forty (40) students.
6. Submit a monthly invoice to Central Nine Career Center by the 2nd of each month for expenses incurred for the previous month's service.
7. Evaluate the effectiveness of the course instruction on an on-going basis and adjust if needed.
8. Provide information and data to Central Nine Career Center as needed or upon completion of the course. All student and employer information will be maintained for three (3) years.
9. Provide a CDA® candidate checklist for each student to document course preparation, process, and completion.
 - a. Will provide one checklist for each student at the end of the course to document hours earned and status within the course and that will document whether the CDA Credential was earned.
10. Provide Temporary CDA Credentials for each student upon completion as requested.
11. Work with Central Nine Career Center on yearly reporting to IN DWD to ensure all outcomes and metrics are reported.
12. Secure final evaluations from students and their employers and share with Central Nine Career Center.
13. Convene necessary meetings of partners to evaluate and provide course correction for the delivery of the CDA® Credential course.

Central Nine Career Center will:

1. Secure approval of the Request for Funds and Course Syllabus submitted by INAEYC for implementation of the CDA® Credential course from the Indiana Department of Workforce Development.
2. Provide course(s) location at no cost for in-person classes. Facilitate arrangements for virtual classes using a virtual (Zoom) platform being provided by Central Nine Career Center.
3. Provide all supplies necessary for the administration of the CDA® Credential course, such as but not limited too; access to a copier, access to computers within the lab, and a book binder for each student which will include page protectors and dividers.
4. Provide access to WIN *Career Readiness: The Essential Soft Skills Credential* for all students. This will be built into the course from the beginning. Central Nine Career Center will provide guidance, support, and credentials for each student.
5. Central Nine Career Center will reach out connected with the early childhood programs for which students are employed based on the IN DWD requirements and expectations.
6. Administer the Pre and Post TABE assessment for each student enrolled in the CDA® Credential course as a requirement for course enrollment, including two weeks of adult education (if requested by Central Nine Career Center Adult Education Program). Review assessment results of each student at the beginning of the course. Assess results of the adult education testing and decide on next steps to ensure the CDA® student is successful through the process.
7. Provide an Adult Educator to assist all students enrolled in the CDA® Credential course at no cost to students or INAEYC. Provide educational assistance on adult education simultaneously and contextually with CDA® instruction based on the *Essentials* textbook and areas identified from adult basic education testing that need strengthened.
8. Provide support where applicable for students enrolled who are self-identified as ESL or identified as ESL through the adult education process and/or who are self-identified as having to need accommodation through documentation of an IEP or other medically appropriate documentation to assist with support.
9. Reimburse INAEYC monthly for expenses incurred in providing the CDA® Credential course as follows:
 - o \$45.00 per hour for CDA Instruction not to exceed 120 hours.
 - o \$1,029.00 Course Tuition Rate per student not to exceed 40 students. (*this is due to an increase by the National Council for Professional Recognition of the assessment fee effective 8.1.2025 from \$425.00 to \$525.00*)

- \$115.00 (or actual cost in the event of an increase) per student for textbooks including shipping not to exceed 40 books.
- Indirect cost calculated at 8% of the total grant.

Please Note- If an Indiana Non-Formal student drops the course or is dropped after Central Nine Career Center has been billed for the student tuition fee, and does not complete the CDA Credentialing process, Central Nine Career Center reserves the right to request the funds back from Indiana AEYC 30 days from the last day of class. If the Central Nine Career Center fails to notify INAEYC within 30 days, INAEYC will keep all un-incurred funds.

10. Convene necessary meetings of partners to evaluate and provide course correction for the delivery of the CDA® Credential course.
11. Provide information to INAEYC about any changes to funding, partners, or issues related to the delivery of the CDA® Credential course as needed and on a timely basis as to not disrupt the agreed upon course schedules and planning for the fiscal year.
12. Evaluate with INAEYC the effectiveness and adherence to the Memorandum as necessary or as requested by both parties and work together as needed to create any amendments that may be necessary.

Central Nine Career Center and **INAEYC** will evaluate the effectiveness and adherence to the agreement at the end of each school semester or as necessary or as requested by both parties.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from **Central Nine Career Center** and **INAEYC**. This MOU shall become effective upon signature by the authorized officials from the **Central Nine Career Center** and **INAEYC** and will remain in effect until modified or terminated by any one of the partners by mutual consent. Either party may cancel this agreement with 60 days' advanced notice to the other party with or without cause. In the absence of mutual agreement by the authorized officials from Central Nine Career Center and INAEYC, this MOU shall end on June 30, 2026.

CONTACT INFORMATION

Central Nine Career Center

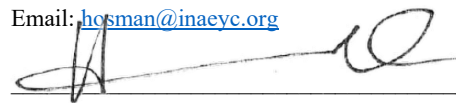
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Michelle Davis, Adult Education Director
Central Nine Career Center

Date

Indiana Association for the Education of Young Children Inc.

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Indianapolis, IN 46208
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Dr. Hanan Osman, Executive Director, Indiana Association
for the Education of Young Children

7.25.2025

Date

**The Child Development Associate® (CDA)
Syllabus and Course Outline**

Central Nine Career Center

AND

**Indiana Association for the Education of Young
Children, Inc.**

FY'2025-2026