



Please explain how you intend on completing the work for the CDA class

### Requirements

Please answer each question with a "Yes" or "No"

Can you pay for your books? (\$25.00+\$8.00 Shipping)

Can you pay for the CDA application fee (approximately \$125)?

Can you pay for the CDA Test Prep Materials? (\$15.00)

Can you purchase all materials? (white binder, tabs, and other basic materials)

Do you have internet access either at home, work, or a friend/relative?

Are you willing to sacrifice some lunch periods to meet with the CDA instructor?

Are you willing to meet the CDA instructor during before/after academy hours if necessary?

**Academy Leadership Section: Please have your academy leadership complete this section of the application.**

**Recommendation**

**Please explain why you believe the employee will be a good candidate for the CDA Course.**

**Please answer the below questions with a “Yes” or “No”.**

**Is the teacher in good standing (no counseling statements)?**

**Is the teacher motivated and a self-starter?**

**Is the teacher someone who needs reminders about meetings deadlines?**

**Is the teacher out of the 90 day probationary period?**

**Are you able to allow the teacher release time if necessary to meet with the CDA Instructor?**

**Are you willing to assist the teacher with locating resources?**

**Teacher Printed Name:**

**Teacher Signature:**

**Academy Leadership Printed Name:**

**Academy Leadership Signature:**

