

# Program Information

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Early Childhood Teacher Assistant	ECTA30	900	30	\$14,249

## Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the childcare industry, such as early childhood teacher assistant, family childcare provider, family childcare business owner, childcare attendant, child monitor, and nursery attendant. Students will learn about the stages of child development and theories of learning, how to develop curriculum and materials for use with children, and childcare administration. They will study early childhood related English and math, and how to develop art and language programs. Students will have ample opportunity to interact with children in a childcare center setting and will plan and implement center activities. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Finally, students will be taught how to work with parents and will gain proficiency in CPR/First Aid and related childcare center health and safety practices.

## Special Requirements

This program requires students to have a clean record (*absence of criminal record for child abuse, child pornography, child endangerment, sexual offense, and/or any other felony*) and to be able to pass a fingerprint background check. In addition, a health screening, including a tuberculosis test (TB) and Flu shot is required.

## Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

## Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer or laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

## Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

## Graduation Requirements

To be eligible for a Graduation Certificate students must complete 100% of the actual program hours and must complete all program competencies within 100% and 150% of the scheduled program hours.

## Instructional Equipment

Students in this program will have access to the following equipment for training on a daily basis, including, but not

Program Competencies		Hours
1.	Components of Early Childhood	85
2.	CPR – Health & Safety	85
3.	Work Experience A: Basic Child Care Center Procedures	80
4.	Work Experience B: Planning & Implementing Activities	160
5.	Curriculum/Materials Development	80
6.	Child Care Administration	85
7.	Art/Language Program Development	95
8.	Learning Philosophies	70
9.	Parent Interactions	70
10.	CCP Related English & Math	50
11.	Job Preparedness	20
12.	Basic Computer Skills	20
<b>Total Hours of Instruction</b>		<b>900</b>

*Because instruction is personalized, competency completion time may vary among students.*

limited to: computer running Windows 7 and MS Office 2016, wireless internet, networked printers, television set, DVD/VHS player, paper cutters, and laminating tools. Students have access to the campus computer lab.

## Instructional Materials and Uniforms

The cost of required program books is included in the tuition. In some programs, students may receive two uniform items and protective equipment. Students may purchase additional uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks, CET is able to provide books to students at below competitive market rates. Prices are subject to change without notice.

**Note:** Students who receive federal financial aid may have the right to opt out of having CET provide books, toolkits, and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may not opt out of purchasing books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

## Program Schedule

Schedule for ECTA30: M – F, 8am – 3pm