



Health & Human Services Division
Lansing Community College
lcc-hhs@star.lcc.edu
Phone: (517) 483-1410

Child Development & Early Education (CHDV) Advising Guide

Admission for Fall-Summer semesters

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GENERAL PROGRAM INFO

The Child Development and Early Education Associate in Applied Arts Degree at Lansing Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the [National Association for the Education of Young Children \(www.naeyc.org/accreditation/higher-ed/accreditation\)](http://www.naeyc.org/accreditation/higher-ed/accreditation). The accreditation term runs from 03/2018 to 03/2025.

Lansing Community College offers an Associate in Applied Arts Degree, a Certificate of Achievement, and a Certificate of Completion in Child Development and Early Education (CHDV). Each addresses the various components of best practices in early childhood education for infants, toddlers, preschoolers, and school-aged children. Instructional methods include lecture/discussion, and hands-on field experiences. Courses are offered face-to-face, on-line and as a hybrid. More information on this program and career, visit the [program website \(www.lcc.edu/child\)](http://www.lcc.edu/child).



GETTING STARTED

You must be an LCC student to be eligible for this program. With limited seats available in each course, enrollment is on a first-come-first-serve basis. Follow these steps to get started:

1. **APPLY TO LCC:** If you are not currently and have never been an LCC student, [apply to the college \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/). Applying is FREE! Then follow the steps on the [Get Started at LCC site \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/).
2. **GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Testing site \(www.lcc.edu/services/testing/placement/\)](http://www.lcc.edu/services/testing/placement/) for more information.
 - a. **Current LCC students** can find their placement levels by logging into their [MyLCC account \(my.lcc.edu/\)](http://my.lcc.edu/) and looking in the "Profile" tab.
 - b. **First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html).
*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website \(www.lcc.edu/admissions/first-time.html\)](http://www.lcc.edu/admissions/first-time.html).
 - c. **Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your transcript(s) to the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrar's Office for transfer credit to be awarded.
3. **CDA/MI-YDA WAIVER:** LCC students who hold a current CDA or MI-YDA may apply for licensure or certification credit evaluation. Eligible students may receive up-to five (5) credits in CHDV for a current CDA or MI-YDA. Students should consult with an advisor in the CHDV program prior to submitting an application.
4. **REGISTER FOR CLASSES:** LCC has 3 semesters – Fall, Spring, and Summer. Students can view class offerings and enroll in courses using the Banner system. Go to LCC's Registration site to view Academic Calendars and for instructions on how to sign-up for classes (www.lcc.edu/admissions-financial-aid/registrar/registration/index.html).
***When searching for a course in Banner, CHDV classes are in the "Child Development & Early Education" subject area.**

ACADEMIC ADVISORS are available in the Gannon building StarZone. To schedule an appointment visit the [advising website \(www.lcc.edu/advising/\)](http://www.lcc.edu/advising/).

PROGRAM LAYOUT

The Child Development and Early Education (CHDV) program has a sequence of classes that must be taken in order. One course is the prerequisite for the next. To finish the associate degree or a certificate in the shortest possible time, students are encouraged to enroll in CHDV 100, CHDV 101, and CHDV 111 in their first semester.

Students completing this curriculum will satisfy the Michigan Transfer Agreement between two-year and four-year institutions in Michigan. General education and subject area requirements vary from one college or university to another. Students should contact the school to which they will transfer for specific institution requirements and meet with a CHDV Student Advisor. If you have questions, contact the HHS Division office by calling 517-483-1410.

All CHDV courses must be completed with a 2.5 grade or better to be used as a Prerequisite.

Associate in Applied Arts Degree - The Associate in Applied Arts Degree in Child Development and Early Education (1637) prepares individuals to work in early childhood education programs as a lead teacher, assistant teacher, or program director. The curriculum is aligned with the NAEYC Professional Standards and Competencies for Early Childhood Educators, the Michigan Core Knowledge and Core Competencies for the Early Care and Education Workforce, and the Michigan Department of Education Birth-Kindergarten Standards for Teacher Certification. Students learn to plan and implement high quality, developmentally appropriate programs for young children, infants through school-age, in child care centers and family child care homes. Graduates of the associate degree program meet the educational requirements for child care center program directors as specified by Michigan Department of Licensing and Regulatory Affairs, Child Care Licensing Bureau. This degree articulates with certain Child Development/Early Education bachelor degrees. Several semesters of daytime field experience in early childhood education settings is required. It will take at least 4 semesters (not including summer) to finish the required sequence of CHDV courses.

Certificate of Achievement - The Child Development and Early Education Certificate of Achievement (0133) prepares individuals for positions as assistant teachers in early childhood education programs. The curriculum is aligned with the NAEYC Professional Standards and Competencies for Early Childhood Educators, the Michigan Core Knowledge and Core Competencies for the Early Care and Education Workforce, and the Michigan Department of Education Birth-Kindergarten Standards for Teacher Certification. Courses for the certificate can be applied toward the associate degree. Several semesters of daytime field experience in early childhood education settings is required. It will take at least 4 semesters (not including summer) to finish the required sequence of CHDV courses.

Certificate of Completion - The Child Development and Early Education Certificate of Completion (1815) prepares individuals for entry-level positions as assistant teachers or program directors in early childhood education programs. The curriculum is aligned with the NAEYC Professional Standards and Competencies for Early Childhood Educators, the Michigan Core Knowledge and Core Competencies for the Early Care and Education Workforce, and the Michigan Department of Education Birth-Kindergarten Standards for Teacher Certification.

Courses for the certificate can be applied toward the associate degree. This curriculum requires two semesters to complete, not including summer. One course of daytime field experience in an early childhood education setting is required. It will take at least 2 semesters (not including summer) to finish the required sequence of CHDV courses.

TRAINING FOR THE CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA)

The CDA is independently awarded by the [National Council for Professional Recognition \(www.cdacouncil.org/en/\)](http://www.cdacouncil.org/en/) to those demonstrating competence in their work with children in early childhood education programs.

CHDV courses can be used to complete the 120 clock hours of formal training needed for a CDA. In addition to training, the CDA requires 480 hours of experience working with young children within the previous three years, a portfolio, a CDA exam, and an observation by a CDA Professional Development Specialist. These additional requirements are a separate process that the candidate must complete on their own.

The advantages of completing the 120 clock hours of training through LCC:

- Students may be eligible for a scholarship through the [T.E.A.C.H. Early Childhood® Michigan Scholarship Program \(https://miaeyc.org/t-e-a-c-h-scholarships/\)](https://miaeyc.org/t-e-a-c-h-scholarships/).
- The recommended courses for the 120 clock hours of training may be applied towards the CHDV Associate in Applied Arts, the CHDV Certificate of Achievement, or the CHDV Certificate of Completion.
- The recommended courses may be transferable to other colleges or universities for students working toward a Bachelor's Degree.

PROGRAM COST

The cost for the CHDV courses vary; students can use the [Tuition Cost Estimator \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html) for an estimate of the tuition and fee charges. There may be additional costs for textbooks, supplies and exam fees.

SCHOLARSHIPS

[T.E.A.C.H. Early Childhood® MICHIGAN \(miaeyc.org/t-e-a-c-h-scholarships/\)](https://miaeyc.org/t-e-a-c-h-scholarships/) provides scholarships for individuals employed in early education and care centers or homes that are working on the associate degree, CDA, or taking CHDV 100 or 101. Contact T.E.A.C.H. toll free at 1-800-336-6424 for more information.

Scholarships or grants may also be available through [LCC's Adult Resource Center \(www.lcc.edu/services/arc/\)](http://www.lcc.edu/services/arc/), [LCC's Financial Aid office \(www.lcc.edu/financial-aid/\)](http://www.lcc.edu/financial-aid/), and/or [The LCC Foundation \(www.lcc.edu/foundation/\)](http://www.lcc.edu/foundation/).

FIELD EXPERIENCE

The CHDV program has four courses that include field experience. During the semester students are assigned to a field placement site in an early childhood classroom to practice and apply the skills they are learning in their CHDV courses. Students employed at a licensed child care center or group/family child care home may be approved by the CHDV program to use their worksite for three of the four field experiences. Students must complete one field experience at a community partner site assigned by the CHDV program.

CHDV 111, 215 & 220 require students participate in four hours per week each week during the semester. There are specific children's age requirements and group sizes that apply to each individual course.

CHDV 284 Early Childhood Practicum requires students to participate eight hours per week each week during the semester with the same group of children in the child care setting.

CRIMINAL BACKGROUND CHECK

Students who enroll in the four lab courses (CHDV 111, 215, 220 and 284) are required to complete an [I-Chat State of Michigan Background Check \(apps.michigan.gov/\)](https://apps.michigan.gov/) and a [Central Registry Clearance \(www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/accordion/forms/central-registry-clearance-requests\)](http://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/accordion/forms/central-registry-clearance-requests).

Lansing Community College (LCC) does not currently require a Criminal Background Check. However, it is important for students to be aware that if they apply for licensure in any other state, there may be criminal background limitations which would preclude certification/licensure.

IMMUNIZATION

Students enrolled in CHDV courses with a field experience may be required to present proof, in the form of certification by a licensed healthcare provider, that they have received immunizations as required. This is in accordance with third-party field experience site requirements. Students are responsible for any costs associated with obtaining immunizations and any other items relating to field experience eligibility.

Verification of TB status is required for students enrolled in CHDV 284 to verify they are free from communicable tuberculosis (TB).

CHOSEN / PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name.

Students may request this option via their LCC profile. The student's Chosen/Preferred Name

may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal**

Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more. More information is available on LCC's [Chosen Name and Pronoun Initiative site \(www.lcc.edu/diversity/chosen-name.html\)](http://www.lcc.edu/diversity/chosen-name.html).

NON-DISCRIMINATION STATEMENT

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies](#) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources](#) website.

CONTACT INFORMATION

Tricia McKay, MA
Child Development Program Director
517-483-1972
mckay6@star.lcc.edu

Crystal DeLang
Program Administrative Support
517-483-1229
delan5@star.lcc.edu



Check out all of the Health Career [Advising Guides](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html)