

**Big Sandy Area Community Action Program
Head Start**

**230 Court Street • Paintsville, KY 41240
606-789-1600 *phone* • 606 789-5192 *fax***

**Staff
CDA Care Courses
Career Development Checklist**

Name: _____ **School Year:** _____

Classroom: _____

All Staff Career Development Requests are required to include the following documents completed in full:

_____ Recent College Grades (if applicable)

_____ Completed Career Development Request Form
_____ Signed By Delegate Director

_____ Signed CDA Tuition Reimbursement Form (If coursework is to obtain CDA credential)

Send Completed Checklist and All Required Documents To:

Patti Miller
Quality Control Manager
Big Sandy Area Community Action Program – Head Start
230 Court Street
Paintsville, KY 41240
Fax: 606-789-5192
Email: pmiller@bsacap.org