CCEI3001: The CDA Credentialing Process

Welcome

This course provides students with general information about the steps involved in obtaining a CDA Credential from the Council for Professional Recognition. Students are encouraged to visit the Council’s website at www.cdacouncil.org for complete and up-to-date information on requirements and the credentialing process.

Course Objectives:

By taking notes on the handout and successfully answering assessment questions, participants will meet the following objectives as a result of taking this course:

- Identify general facts and benefits related to the CDA Credential
- Recognize the settings in which CDA Credentials are awarded
- Recall the number of Competency Standards and Functional Areas included in the CDA Credential
- Identify prerequisite requirements for the CDA Credential
- Recognize requirements related to choosing an appropriate PD specialist and the role they play in the CDA Credential process
- Identify the steps included in the CDA Credential application process
- Identify steps required for the renewal of a CDA Credential

References:

Website of the Council for Professional Recognition, www.cdacouncil.org

- Downloadable Forms and Brochures – Available at: https://www.cdacouncil.org/resources/downloadable-forms
- Frequently Asked Questions – Available at: https://www.cdacouncil.org/credentials/faqs
- Apply for CDA – Available at: https://www.cdacouncil.org/credentials/apply-for-cda
- Find a PD Specialist – Available at: https://www.yourcda.org/Find-a-PDS/pds_search.cfm?lang=en
- Find a Test Site – Available at: http://www.pearsonvue.com/cdaexam/
- Renew CDA – Available at: https://www.cdacouncil.org/credentials/renew-cda
A Child Development Associate (CDA) Credential™:

Benefits of becoming a CDA:

Consider the following before making the commitment to become a CDA:

In order to earn and maintain the Child Development Associate (CDA) Credential™, Candidates must:

1. 
2. 
3. 
4. 
5. 

CDA Settings
Center-Based Programs

Preschool Endorsement

Infant/Toddler Endorsement

Family Child Care Programs

Home Visitor Programs

Bilingual Specialization

CDA Competency Standards

The CDA Competency Standards are:
There are _________________ **Competency Standards**:  

The six Competency Standards are defined in more detail in the ___________ **Functional Areas**, which:

**CDA Competency Standards and Functional Areas**

**Competency Standard I: To establish and maintain a safe, healthy learning environment**

*Functional Areas:*
1. Safe
2. Healthy
3. Learning Environment

**Competency Standard II: To advance physical and intellectual competence**

*Functional Areas:*
4. Physical
5. Cognitive
6. Communicative
7. Creative

**Competency Standard III: To support social and emotional development and to provide positive guidance**

*Functional Areas:*
8. Self
9. Social
10. Guidance

**Competency Standard IV: To establish positive and productive relationships with families**

*Functional Areas:*
11. Families

**Competency Standard V: To ensure a well-run, purposeful programs responsive to participant needs**

*Functional Areas:*
12. Program Management

**Competency Standard VI: To maintain a commitment to professionalism**

*Functional Areas:*
13. Professionalism

**Preparing for the CDA Credential**
In order to apply for the CDA Credential you will be asked to demonstrate your competence in an early childhood education setting based on the **6 CDA Competency Goals and 13 Functional Areas**. You may apply for the CDA Credential only if:

- 
- 
- 

**Before submitting your CDA application, you need to complete the following prerequisites:**

**Within the past five 5 years...**

**Formal training** – You must complete ____________________________ of formal early childhood education training, covering the growth and development of children in your specific age setting, with no fewer than 10 training hours in each of the following subject areas:

- Planning a safe and healthy learning environment
- Advancing children’s physical and intellectual development
- Supporting children’s social and emotional development
- Building productive relationships with families
- Managing an effective program operation
- Maintaining a commitment to professionalism
- Observing and recording children’s behavior
- Understanding principles of child development and learning

**Within three (3) years before you apply...**

**480 hours of professional experience**

**Within six (6) months before you apply...**

**Family Questionnaires**

**Within six (6) months before you apply...**

**Professional Portfolio -**
The Professional Portfolio

Documentation of Professional Education

Family Questionnaires

Reflective Statements of Competence

Resource Collection

Your Resource Collection should contain at least __________________________ organized by Competency Standard area and properly labeled:

Professional Development (PD) Specialists
The Role of a PD Specialist

Only PD Specialists approved by:

You can use the "___________________________________________" tool on the Council website to locate eligible PD specialist in your area.

PD Specialist Eligibility Requirements

PD Specialist Personal Requirements

PD Specialist Education Requirements

PD Specialist Experience Requirements

Option 1

Option 2

Exceptions to Professional Development (PD) Specialist Eligibility Requirements

Conflict of Interest

Relationships with Candidates considered unacceptable for serving in the PD Specialist role are:
Completing the CDA Application

Before you submit the CDA Credential™ Application make sure to:

Be sure to order the book that matches the credential you are seeking to achieve (preschool, Infant/toddler, family child care, or home visitor).

Requirements

The CDA Application will ask you to:

- Confirm that you meet eligibility requirements
- Confirm that you completed all prerequisites
- Select English or Spanish as your preferred language for the CDA Exam
- Provide the identification number of your CDA Professional Development Specialist
- Obtain your Program Director’s signature
- Include the application fee ($425.00 online; $500.00 for paper applications as of 12/29/17)

Payment

The Council accepts CDA Applications on a _________________________________.

2 ways to complete the application:

1.

2.

After the Council has processed your application and payment you will receive a:

If you do not complete the Verification Visit and CDA Exam six months from the date of your Ready to Schedule notice:
Verification Visit

At your Verification Visit your PD Specialist will use the R.O.R. Model™ to verify key aspects of your professional competency. R.O.R. stands for Review-Observe-Reflect. During the visit your PD Specialist will:

- R
- O
- R

Don’t forget to bring the following items to the Verification Visit:

- The original, completed Professional Portfolio which should include:
  - Transcripts, certificates, documentation of your professional education
  - Family Questionnaires
  - Resource collection
  - Six Reflective Statements of Competence
  - Professional Philosophy Statement

- The Competency Standards book you purchased which includes:
  - The blank Comprehensive Scoring Instrument your PD Specialist will use
  - The Reflective Dialogue worksheet with the Areas of Strength and Areas of Professional Growth from the Family Questionnaires completed

- A valid photo identification card (your ID)

CDA Exam

After you receive the _____________________________ notice, you may proceed to schedule your CDA Exam. The computer-based exam must be completed at:

You can create a PearsonVUE account online via their website at www.pearsonvue.com/cdaexam to schedule the exam or contact them by phone at (866) 507-5627.

You will need your _____________________________ provided by the Council to complete the exam scheduling.

Earning Your CDA Credential
Renewing Your CDA Credential

A CDA Credential is valid for:

Renewal Criteria

All CDA Renewal Candidates must meet the following five criteria:

1.

2.

3.

4.

5.

Renewal Process

The renewal process involves three steps:

1.

2.

3.