



# **CHILD DEVELOPMENT ASSOCIATE ADVISOR REGISTRY**

**GENERAL INFORMATION  
ROLES AND RESPONSIBILITIES  
ELIGIBILITY REQUIREMENTS  
CONSENT FORM  
WAIVER REQUEST FORM**

**Council for Professional Recognition  
2460 16th Street, NW  
Washington, DC 20009-3575  
(202) 265-9090 (800) 424-4310  
[www.cdacouncil.org](http://www.cdacouncil.org)**

## **GENERAL INFORMATION**

The Council for Professional Recognition operates the Advisor Registry to help CDA Candidates identify and select individuals to serve as their Advisors for the Direct Assessment System or as a Field Advisor for the CDA Professional Preparation Program (CDA P<sub>3</sub>). Upon request, the Council will provide a Candidate with a list of registered Advisors in his/her state. The list constitutes referrals, not recommendations. The Candidate will be responsible for contacting, interviewing, and making a final decision about selecting his/her Advisor.

Qualified Advisors' names, addresses, and telephone numbers will remain on the Registry for a period of two years. The Council will notify registered Advisors concerning renewal before the expiration date. Advisors will be responsible for notifying the Council of any changes in addresses and telephone numbers. The Council reserves the right to remove names from the Registry at its discretion.

Individuals interested in being listed on the Advisor Registry must meet the eligibility requirements, have an approved waiver, or complete the attached Waiver Request Form. To be considered, submit a copy of a current resume and the Advisor Registry Consent Form to:

*Advisor Registry  
Council for Professional Recognition  
2460 16th Street, NW  
Washington, D.C. 20009-3575*

## CDA DIRECT ASSESSMENT SYSTEM ADVISOR'S ROLE AND RESPONSIBILITIES

A vital source of evidence of a Candidate's skill is actual hands-on work as primary caregiver with children and families. The formal observation of the Candidate will provide evidence of these practices.

The Advisor observes the Candidate while working as **lead caregiver** with young children in an eligible setting, and records the observation(s) using the CDA Observation Instrument. The Advisor may complete the formal observation in one visit or it may take several. **Observations must be completed within 6 months before the time the Candidate submits the Direct Assessment Application Form to the Council.** Due to its importance, the CDA Observation Instrument is confidential, its contents known only to the Advisor and the Council Review Board.

“Serving as Advisor does not require you to “train” the Candidate in the CDA Competency Areas, although many Advisors do serve as trainers.

The Advisor will:

- ❖ Conduct a formal observation, for a minimum of three hours, and evaluate the Candidate's consistent performance within the selected setting using the CDA Observation Instrument.
- ❖ Supply the Council with detailed comments about the Candidate's consistent classroom behaviors, within the structure of the CDA Observation Instrument.
- ❖ Interview the Candidate, if necessary, to assess any unobservable area(s) in the CDA Observation Instrument.
- ❖ Place the CDA Observation Instrument in a sealed envelope, to ensure confidentiality and return it to the Candidate. The Candidate will deliver the sealed envelope to the CDA Representative at the time of the Verification Visit.

# **ADVISOR ELIGIBILITY REQUIREMENTS**

## **A. PERSONAL**

- ❖ Affirm her/his ability to relate to people of various racial, ethnic, and socioeconomic backgrounds.
- ❖ Be knowledgeable about local, state, and national requirements, standards, and guidelines for child care programs serving children ages birth through 5 years.
- ❖ Be familiar with the center where the Candidate will be observed and the needs of families and children in the community.

## **B. EDUCATION AND EXPERIENCE**

- ❖ The Advisor must meet all of the requirements in one of the three combinations of education and experience outlined in sections 1, 2, or 3 below:

### **1**

**B.A., B.S., or advanced degree in early childhood education/child development, home economics/child development, from an accredited college or university.** Must include 12 semester hours covering ages birth through 5 years.

**Two years of experience** in a child care setting serving ages birth through 5 years, including:

- **1 year** working directly with children in the same age range as the children in the Candidate's classroom as a caregiver, teacher, child life worker, social worker, or a similar role; and
- **1 year** of responsibility for the professional growth of another adult.

### **2**

**Associate level (2 year) degree in early childhood/child development, home economics/child development, from an accredited college or university.** Must include 12 semester hours covering children ages birth through 5 years.

**Four years of experience** in a child care setting in a program serving children ages birth through 5 years, including:

- **2 years** of experience working directly with children in the same age range as the children in the Candidate's classroom as a caregiver, teacher, child life worker,

social worker, or similar role; and

- **2 years** of responsibility for the professional growth of another adult.

**3**

**An active CDA Credential plus twelve semester hours of study** in early childhood education or child development at an accredited college or university covering children ages birth through 5 years.

**Six years of experience** in a child care setting serving children ages birth through 5 years, including:

- **4 years** of experience working directly with the children in the same age range as the children in the Candidate's classroom as a caregiver, teacher, child life worker, social worker, or similar role; and
- **2 years** of responsibility for the professional growth of another adult.

### **C. BILINGUAL SPECIALIZATION**

In addition to meeting the requirements listed in sections 1, 2, or 3, an Advisor for a Bilingual Specialization Assessment must meet the following requirements:

- ❖ Be able to speak, read, and write Spanish and English well enough to understand and be understood by both children and adults.
- ❖ Have had direct experience with bilingual early childhood programs and with non-English-speaking populations.

### **D. CONFLICT OF INTEREST**

To promote objectivity and credibility, an individual serving as an Advisor:

- ❖ Must not be working as co-teacher with the Candidate on a daily basis in the same room or group.
- ❖ Must not be the relative of a child in the Candidate's care at any time during the assessment process.
- ❖ Must not be related by blood or marriage or other legal relationship to the Candidate.

### **E. WAIVERS**

The Council will consider waiving certain education and training requirements, if an individual provides a written explanation and documentation of alternative formal and informal training related to early childhood/child development and experience in early childhood teacher preparation.

# HOME VISITOR ADVISOR ELIGIBILITY REQUIREMENTS

## **A. PERSONAL**

- ❖ Affirm her/his ability to relate to families and family members of various racial, ethnic, and socioeconomic backgrounds.
- ❖ Be knowledgeable about local, state, and national requirements, standards, and guidelines for home visiting, community-based family support and education, and/or parent education programs serving families with children ages birth through 5 years.
- ❖ Be familiar with the home visiting program where the Candidate will be observed and the needs of families and children in the community.

## **B. EDUCATION AND EXPERIENCE**

- ❖ The Advisor must meet all of the requirements in one of the three combinations of education and experience outlined in sections 1, 2, or 3 below:

### **1**

**B.A., B.S., or advanced degree in family studies, child development and family life, individual and family studies, early childhood education/child development, home economics/child development, nursing, human resource development, or social work from an accredited college or university.** Must include 12 semester hours covering families and children ages birth through 5 years.

**Two years of experience** in a home visiting program serving families with children ages birth through 5 years, including:

- **1 year** working directly with parents and children in a home-based setting; and
- **1 year** of responsibility for the professional growth of another adult.

If the Advisor has not worked as a home visitor her/himself, s/he must have had at least **one years** experience working as a primary caregiver for a group of children five years old or younger.

### **2**

**Associate level (2 year) degree in family studies, child development and family life, individual and family studies, early childhood education/child development, home economics/child development, nursing, human resource development, or social work**

**from an accredited college or university.** Must include 12 semester hours covering families and children ages birth through 5 years.

**Four years of experience** in a home visiting program serving families with children ages birth through 5 years, including:

- **2 years** working directly with parents and children in a home-based setting; and
- **2 years** of responsibility for the professional growth of another adult.

If the Advisor has not worked as a home visitor her/himself, s/he must have had at least **two years** experience working as a primary caregiver for a group of children five years old or younger, or a combined total of **two years** experience working directly with parents and children in center-based and home-based settings.

### **3**

**An active CDA Credential plus twelve semester hours of study in family studies, child development and family life, individual and family studies, early childhood education/child development, home economics/child development, nursing, human resource development, or social work** from an accredited college or university covering families and children ages birth through 5 years.

**Six years of experience** in a home visiting program serving families with children ages birth through 5 years, including:

- **4 years** of experience working directly with parents and children in a home-based setting; and
- **2 years** of responsibility for the professional growth of another adult.

If the Advisor has not worked as a home visitor her/himself, s/he must have had at least **four years** experience working as a primary caregiver for a group of children five years old or younger, or a combined total of **four years** experience working directly with parents and children in center-based and home-based settings.

## **C. BILINGUAL SPECIALIZATION**

In addition to meeting the requirements listed in sections 1, 2, or 3, an Advisor for a Bilingual Specialization Assessment must meet the following requirements:

- ❖ Be able to speak, read, and write Spanish and English well enough to understand and be understood by both children and adults.
- ❖ Have had direct experience with bilingual home visiting, community-based family support and education, and/or parent education programs and with non-English-speaking populations.

## **D. CONFLICT OF INTEREST**

To promote objectivity and credibility, an individual serving as an Advisor:

- ❖ Must not be working with the same families as the Candidate on an ongoing basis.
- ❖ Must not be the relative of a family or part of the case load with whom the Candidate works at any time between documentation collection and the Local Assessment Team meeting.
- ❖ Must not be related by blood or marriage or other legal relationship to the Candidate.
- ❖ Must not serve as an Advisor for a Candidate who served on the Advisor's own Local Assessment Team. (*No two people can serve on each other's Local Assessment Team*).

## **E. WAIVERS**

The Council will consider waiving certain education and training requirements if an individual provides a written explanation and documentation of alternative formal and informal training related to home visiting, community-based family support and education, and/or parent education programs and experience in home visitor professional preparation.

# **CDA PROFESSIONAL PREPARATION PROGRAM** **FIELD ADVISOR'S ROLE AND RESPONSIBILITIES**

The Field Advisor will assist the CDA Candidate enrolled in the CDA Professional Preparation Program (CDA P<sub>3</sub>) to complete Phase 1: Self-study, and Phase 3: Final Evaluation.

During Phase 1, the Field Advisor will facilitate the Candidate's growth during the field placement in a child care setting. Candidates will complete the first six (6) units of the *Essentials for Child Development Associates* training curriculum. The Council will provide a Field Advisor's Guide that outlines specific tasks to complete for each unit in Essentials.

The Field Advisor will conference with the Candidate at least once a week. During conferences, he/she will:

- ❖ Verify the Candidate is making progress in becoming a more skilled care provider of young children
- ❖ Answer questions and help solve problems
- ❖ Discuss field work topics
- ❖ Assist Candidates to add specific information to the Professional Resource File
- ❖ Conduct an informal observation and distribute and collect mock Parent Opinion Questionnaires to be reviewed with Candidate
- ❖ Provide local or national resource information
- ❖ Secure and review videotapes and discuss how material can be applied in day-to day work with children and families
- ❖ Decide that Candidate's responses to exercises are accurate and developmentally appropriate
- ❖ Verify completion of designated exercises by Candidate

During Phase 3, the Field Advisor will guide the Candidate through a final series of exercises located in units seven and eight of the *Essentials for Child Development Associates*. These exercises are designed to demonstrate the Candidate's knowledge of the skills necessary for credentialing as a Child Development Associate (CDA). He/she will:

- ❖ Conduct a formal observation and evaluate the Candidate's performance using the CDA Observation Instrument
- ❖ Verify completion of Professional Resource File and distribute and collect Parent Opinion Questionnaires
- ❖ Recommend Candidate for verification visit with CDA Representative
- ❖ Submit required documentation to the Council

## *Advisor Registry Consent Form*

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code
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Telephone Numbers (*home*) \_\_\_\_\_ (*work*) \_\_\_\_\_

E-mail: \_\_\_\_\_

Specialization(s):     Center-Based Preschool                       Infant/Toddler  
                                  Family Child Care     Home Visitor

I verify that I meet the following qualifications:

- A. Personal
- B. Education and Experience - Option 1 ( ), 2 ( ), or 3 ( )
- C. Bilingual Specialization - Specify Language \_\_\_\_\_
- D. Waiver request attached? Yes ( ) No ( )
- My 1-2 page résumé is attached.

I give permission to the Council to release my telephone number and address to interested CDA Candidates. I understand that the Registry constitutes a referral, not a recommendation. I understand that the Council will refer my name as an eligible Advisor, but the Council is not obligated to recommend my services to CDA Candidates. An agreement to serve as an Advisor is my own decision and does not constitute commitment to accept referrals. The Council reserves the right to remove my name from the Registry at its discretion at any time.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Advisor Waiver Request Form

Please fill out this form by referring to the eligibility and/or information collection requirements in the Child Development Associate Assessment System and Competency Standards Book or the attached document.

**Setting Type:**

Center-Based/Preschool\_\_\_ Center-Based Infant Toddlers\_\_\_ Family Child Care\_\_\_ Home Visitor\_\_\_

**Eligibility Requirements I do not meet:**

**Qualifications I would like to substitute:**

**Please explain any special conditions:**

NAME OF ADVISOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DAYTIME TELEPHONE: (    ) \_\_\_\_\_ DATE MAILED: \_\_\_\_\_

***For Council Use Only:***

[    ] Waiver request granted by: \_\_\_\_\_ DATE: \_\_\_\_\_

[    ] Waiver Denied: \_\_\_\_\_ DATE: \_\_\_\_\_

**Waiver valid for the following period:**

[    ] 12 months from the above date

[    ] Other \_\_\_\_\_