

CDA 2.0 Webinar Series

Navigating the CDA Credentialing Process

COUNCIL
for
PROFESSIONAL
RECOGNITION



Using the Webinar Material

Copyright © 2014 by the Council for Professional Recognition. All rights reserved.

Unless otherwise noted on a specific page, no part of this presentation may be reproduced in any form or by any electronic or mechanical means, including but not limited to photocopying, recording, scanning web distribution, information networks, information storage and retrieval systems without the prior written permission from the Council for Professional Recognition.

COUNCIL
— *for* —
PROFESSIONAL
RECOGNITION



Goals of Today's Webinar

- To provide an overview of the new CDA Credentialing process.
- To navigate through the 6 steps for preparing, applying and demonstrating the competencies.
- To answer questions about the new process.

COUNCIL
— *for* —
PROFESSIONAL
RECOGNITION



WEBINAR HANDOUT

All webinar registrants were sent an email with today's webinar handout. If you did not receive the handout, it is also available on the council website here:

www.cdacouncil.org/webinars

The handout form is titled "NAVIGATING THE CDA CREDENTIALING PROCESS" and includes the Council for Professional Recognition (CPR) and CDA logos. It provides instructions for using the form during and after a webinar. The form is divided into two main sections: "EDUCATION ACTION & REFLECTION" and "EXPERIENCE ACTION & REFLECTION". Each section contains a list of reflective questions and a table for recording responses.

EDUCATION ACTION & REFLECTION	
Review the 8 CDA subject areas in the competency standards book. How familiar are you with the 8 CDA subject areas?	
Consider your professional education hours. Do you have 10 hours of professional education in each of the 8 CDA subject areas?	
Gather all of your transcripts and certificates of training. Can you show proof of all of your professional education hours?	
Have a backup plan if you do not have all of your hours. How will you complete the remaining hours?	

EXPERIENCE ACTION & REFLECTION	
Review your resume. Does it indicate all the early childhood programs where you've worked or volunteered over the past 3 years?	
Think back over the past 3 years. How many hours do you have working or volunteering with children 0-36 months and ages 3-5?	
Have a backup plan if you do not have all of your hours. How will you complete the remaining hours?	

1 | Page

ON TODAY'S WEBINAR

- Preschool Teachers
- Infant/Toddler Teachers
- Instructors/Faculty
- Directors
- Staff Trainers
- Family Child Care Providers

THE BEST 1st STEP



Nationally recognized
Transferable
Competency Based



NAVIGATING CDA

- 1 New and improved CDA
- 2 Requirements
- 3 Process
- 4 Action & Reflection
- 5 Final Q & A

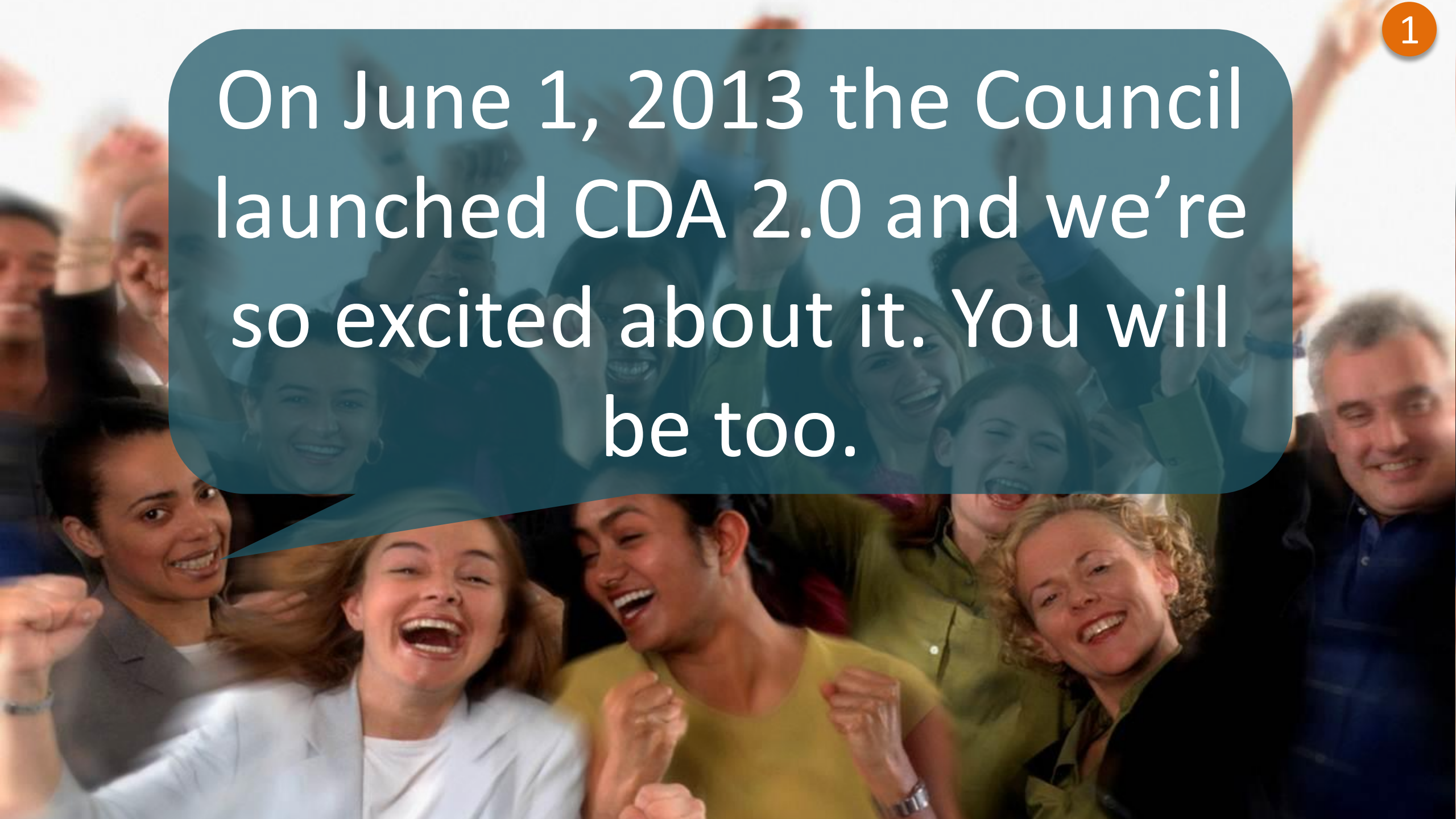


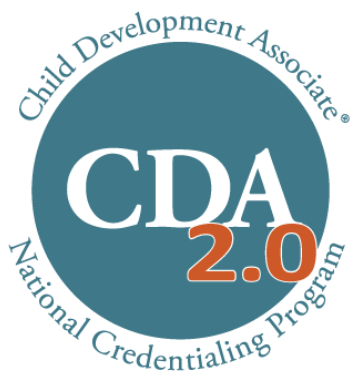
The background features several large, stylized question marks in various colors: a large red one in the top left, a green one in the top right, a red one in the bottom left, and a grey one in the bottom right. There are also some abstract, rounded shapes in shades of red, orange, and green.

Questions?

Use chat to ask questions and we will answer
at the end of the session.

On June 1, 2013 the Council launched CDA 2.0 and we're so excited about it. You will be too.





What is “CDA 2.0”?

- The term “CDA 2.0” is the Council’s way of letting the early childhood community know that the CDA credentialing system has been updated ***launched June 1, 2013.***
- Process has been streamlined making it even more valuable as a professional development experience for Candidates.
- We will eventually stop using the term “2.0” because, this system will be the one and only CDA National Credentialing System.

COUNCIL
— for —
PROFESSIONAL
RECOGNITION



Comparison of the Former Process and the **NEW** CDA Credentialing Processes



COUNCIL
— *for* —
PROFESSIONAL
RECOGNITION



Comparison of the Old and New CDA Credentialing Processes



Old CDA Credentialing Process

Step 1 Anytime before application	2 Within five years before application	3 Within six months before application	4 Application	5 Within three months of Council approval of completed application	6 After Verification Visit	
<ul style="list-style-type: none"> Minimum of high school diploma/GED or enrolled in a high school career and technical education program.* 	<ul style="list-style-type: none"> 120 hours of training in 8 subject areas 480 hours of experience 	<ul style="list-style-type: none"> Observation by CDA Advisor (chosen by Candidate) Professional Resource File (PRF) completed by Candidate Parent Questionnaires (PQ) gathered by Candidate 	<ul style="list-style-type: none"> Candidate sends to the Council: <ul style="list-style-type: none"> - Application - Fee - Transcripts and/or Certificates of training 	<ul style="list-style-type: none"> Verification Visit conducted by Council Representative (assigned by Council): <ul style="list-style-type: none"> - Early Childhood Studies Review exam - Oral Interview - Review of PRF and PQs 	<ul style="list-style-type: none"> Council Representative mails Verification Visit results to the Council 	<ul style="list-style-type: none"> Council awards or denies Credential

New CDA Credentialing Process (As of June 1, 2013)

Step 1 Anytime before application	2 Within three years before application	3 Within six months before application	4 Application	5 Within 6 months of Council approval of completed application	6 After Verification Visit and CDA Exam	
<ul style="list-style-type: none"> Minimum of high school diploma/GED or enrolled in a high school career and technical education program.* 120 hours of education in 8 Subject Areas 	<ul style="list-style-type: none"> 480 hours of experience 	<ul style="list-style-type: none"> Professional Portfolio (PP) completed by Candidate Family Questionnaires (FQ) gathered by Candidate 	<ul style="list-style-type: none"> Candidate sends to the Council: <ul style="list-style-type: none"> - Application - Fee Candidate receives approval that application is complete and fee has been processed 	<ul style="list-style-type: none"> Verification Visit conducted by CDA Professional Development Specialist (chosen by Candidate): <ul style="list-style-type: none"> - Review of PP, FQs, transcripts/Certificates - Observation - Reflective Dialogue Candidate takes CDA Exam at a local PearsonVUE testing center 	<ul style="list-style-type: none"> Professional Development Specialist sends Verification Visit scores to the Council online PearsonVUE sends exam scores to the Council online 	<ul style="list-style-type: none"> Council awards or denies Credential

* Enrolled in a family and consumer sciences education program in the area of Early Childhood Education/Child Development

CDA Requirements

COUNCIL
for
PROFESSIONAL
RECOGNITION



A high school diploma, GED, or enrollment in a high school career and technical program and 120 hours of education in 8 CDA subject areas

Education

480 hours of work experience with children ages 0-36 months and 3-5 depending on the type of CDA pursued

Experience

A collection and compilation of required CDA content

Professional Portfolio

A questionnaire that families complete to reflect on your strengths and areas of professional growth

Family Questionnaires

An online or paper application completed once you identify a PD Specialist and complete the preparation requirements

Application

A visit conducted by a PD Specialist to verify your Professional Development Portfolio and observe you working with children

Verification Visit

A computer based exam administered by Pearson VUE covering practical examples of early childhood best practices

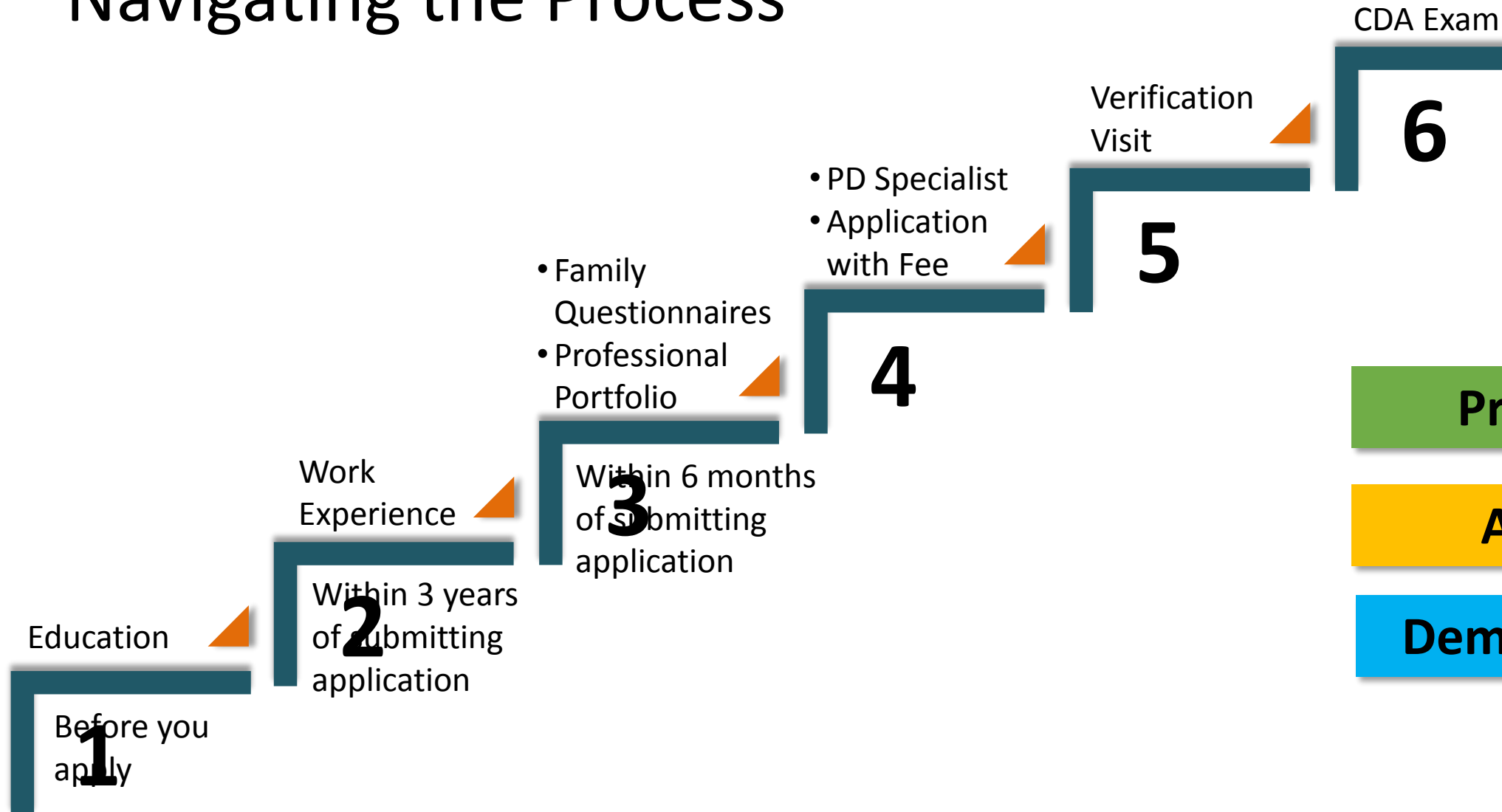
CDA Exam

Prepare

Apply

Demonstrate

Navigating the Process



Prepare

Apply

Demonstrate



ACTION & REFLECTION

PREPARE

COUNCIL
for
PROFESSIONAL
RECOGNITION



Review the 8 CDA subject areas in the Competency Standards book. How familiar are you with the 8 CDA subject areas?

Consider your professional education. Do you have at least 10 hours of professional education in each of the 8 CDA subject areas?

EDUCATION
ACTION & REFLECTION

Gather all of your transcripts and certificates of training. Can you show proof of all of your professional education hours? Do the hours of training match the setting that you are applying for?

Have a back up plan if you do not have all of your hours. How will you complete the remaining hours?

Review your resume. Does it indicate all the early childhood programs where you have worked or volunteered over the past 3 years?

Think back over the past 3 years. How many hours do you have *working* with children ages 0-36 months or 3-5 years?

**WORK EXPERIENCE
ACTION & REFLECTION**

Think back over the past 3 years. How many hours do you have volunteering with children ages 0-36 months or 3-5?

Have a back up plan if you don't have all of your hours. How will you complete the remaining hours? Do your hours match the setting you are applying for?

Consider your families. How willing do you think they will be to complete the Family Questionnaire? Are there families that speak another language other than English or Spanish?

Consider the timeframe. How long will you give them to complete the questionnaire?

FAMILY QUESTIONNAIRES
ACTION & REFLECTION

Consider your attitude. How willing and open are you to receiving feedback from your families?

Have a back up plan if you don't get the majority of questionnaires back by the deadline. How will you encourage families to return the questionnaires on time?

Consider the content of your Professional Portfolio. What challenges might you face collecting the content?

Consider the timeframe. How do you plan to complete your Portfolio within 6 months of submitting the application?

PROFESSIONAL PORTFOLIO
ACTION & REFLECTION

Consider your organizational skills and level of creativity. How do you plan to organize the content?

Consider your writing skills. How are your writing skills?

ACTION & REFLECTION

APPLY

COUNCIL
— *for* —
PROFESSIONAL
RECOGNITION



Consider how to identify a PD Specialist. Do you know someone in your local community?

Discuss your plans to apply with your supervisor. What do you need to do to prepare for this conversation?

**CDA APPLICATION
ACTION & REFLECTION**

Consider applying online. If you do not have internet access at home, where can you go to access the Internet? Do you have a current email address?

Complete the application and submit your payment. What steps do you plan to take to make sure that you include all the required information and that your fee is submitted with the application?



ACTION & REFLECTION

DEMONSTRATE

COUNCIL
for
PROFESSIONAL
RECOGNITION



Consider your setting or program.

Is there a quiet/private place where the PD Specialist can go to review your materials? Refer to the Competency Standards for the setting for which you are applying.

Consider your daily schedule.

When is the best time for the PD Specialist to conduct an observation of you working with children?

**VERIFICATION VISIT
ACTION & REFLECTION**

Become familiar with reflective dialogue. What do you need to do to prepare for this experience?

Review the Comprehensive Scoring Instrument. What questions do you have about the 13 Functional Areas? Review the CSI before your visit.

Review the sample exam questions in the Competency Standards book. Which types of questions might be a challenge for you? Refer to the Competency Standards book for the examples.

Consider your study skills. How do you plan to study for the exam? How often do you plan to study? Reflect on your practical experience in working with children in your setting.

**CDA EXAM
ACTION & REFLECTION**

Review the CDA exam tutorial at www.cdacouncil.org/CDAexam/tutorial. What concerns do you have about taking the CDA exam?

Create a Pearson VUE account online. Where is the closest test center to you?

RECAP

- 1 New and improved CDA
- 2 Requirements
- 3 Process
- 4 Action & Reflection
- 5 Final Q & A



The background features several large, stylized question marks in various colors: red, green, and grey. A solid green horizontal banner is positioned across the middle of the image, containing white text.

Questions?

Use chat to ask your questions.



Visit www.cdacouncil.org

To learn more about CDA 2.0



Order Today

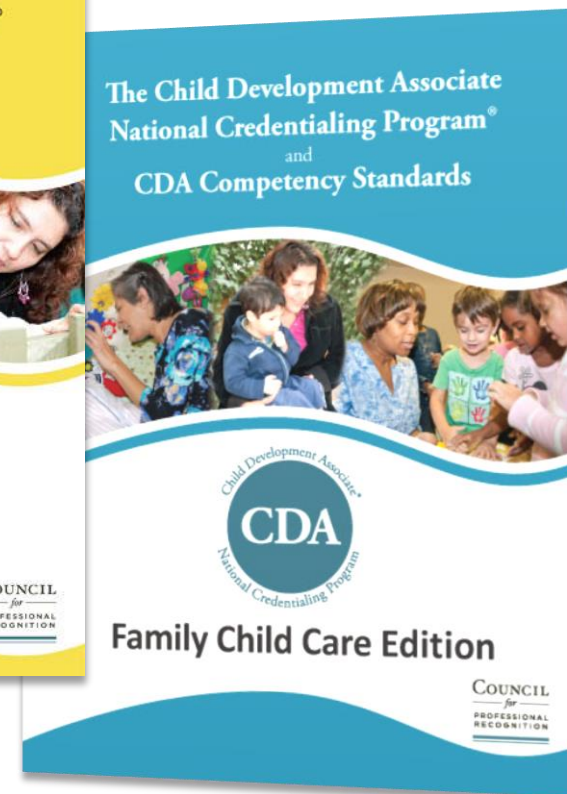
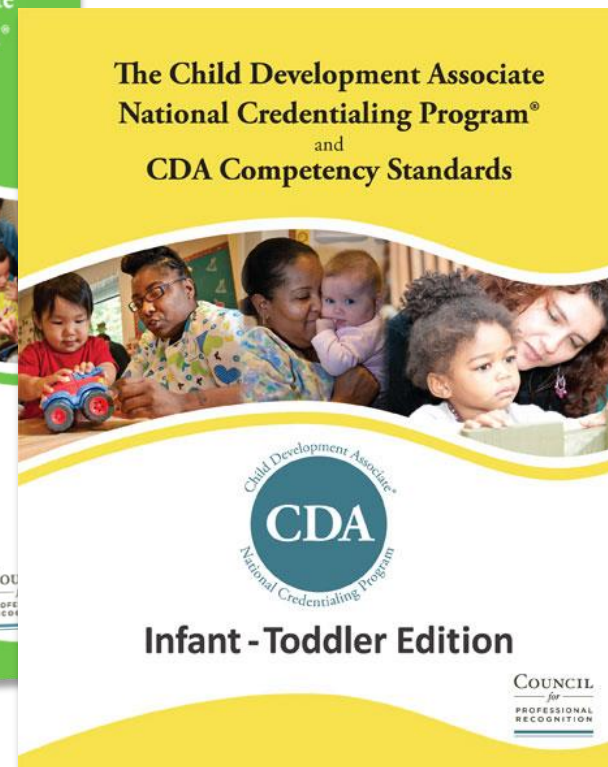
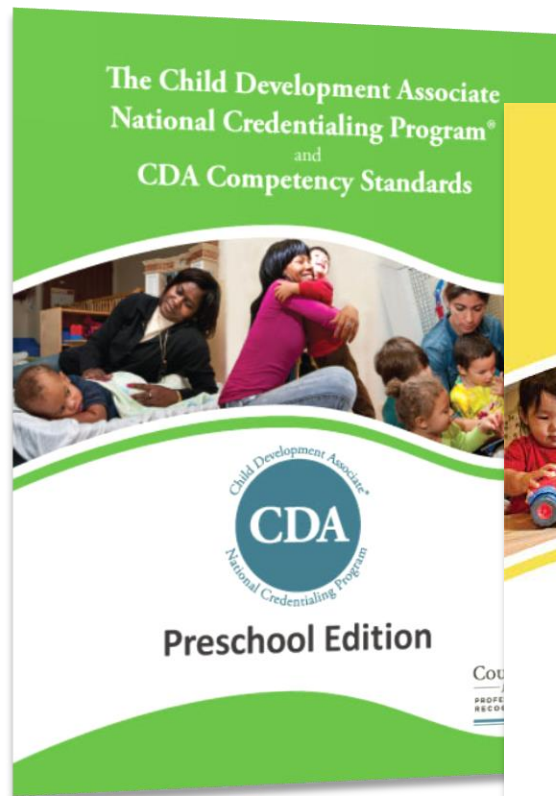
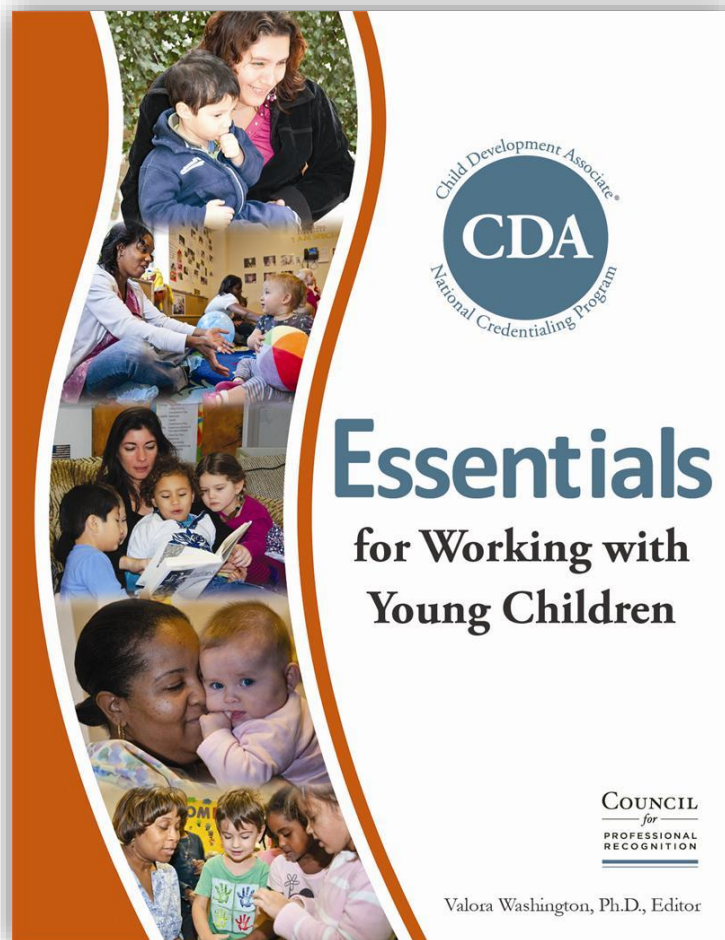
Updated Competency Standard
Books and Essentials



Stay Connected

Online community

ORDER ONLINE



<http://store.cdacouncil.org/>

COUNCIL
for
PROFESSIONAL
RECOGNITION



Next Webinar: Developing a Professional Portfolio

COUNCIL
for
PROFESSIONAL
RECOGNITION



**APPLY ONLINE – IT'S THE
BEST WAY!**

THANK YOU!

To Reach Us

Call

1-800-424-4310

Email

cdafeedback@cdacouncil.org



COUNCIL
— for —
PROFESSIONAL
RECOGNITION

