### CDA Credentialing Process Overview

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anytime before application</strong></td>
<td><strong>Within three years before application</strong></td>
<td><strong>Within six months before application</strong></td>
</tr>
</tbody>
</table>

- Minimum of high school diploma/GED or enrolled in a high school career and technical program*  
- 120 hours of education in 8 Subject Areas
- 480 hours of experience

- Professional Portfolio (PP) completed by Candidate  
- Family Questionnaires (FQ) gathered by Candidate

<table>
<thead>
<tr>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application</strong></td>
<td><strong>Within 6 months of Council approval of completed application</strong></td>
<td><strong>After Verification Visit and CDA Exam</strong></td>
</tr>
</tbody>
</table>

- Candidate must identify a CDA Professional Development Specialist that meets the setting and language of application  
- Candidate sends to the Council:  
  - Application  
  - Fee  
  - Candidate receives approval that application is complete and fee has been processed
- Verification Visit conducted by CDA Professional Development Specialist (chosen by Candidate):  
  - Review of PP, FQs, transcripts/Certificates  
  - Observation  
  - Reflective Dialogue  
  - Candidate takes CDA Exam at a local PearsonVUE testing center

- Professional Development Specialist sends Verification Visit scores to the Council online  
- Pearson VUE sends exam scores to the Council online  
- Council awards or denies Credential

---

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