Candidate Checklist

Please use this handy checklist to keep track of your accomplishments as you move through the CDA credentialing process:

Candidate Name: _____

❶ Prepare

Any time before I apply (p. 8):

☐ Completed 120 hours of professional education covering the eight CDA Subject Areas

Within 3 years of submitting application (p. 10):

☐ Worked 480 hours with children ages 3-5 years old

Within 6 months of submitting application (pp. 10-17):

☐ Prepared my Professional Portfolio:

    ☐ Completed the My CDA Professional Portfolio cover sheet

    ☐ Completed the Summary of My CDA Education cover sheet and assembled my training transcripts, certificates and or letters

    ☐ Distributed and collected Family Questionnaires, completed Family Questionnaires Summary sheet

    ☐ Reflected on the feedback I received from the Family Questionnaires and wrote my Areas of Strength and Areas for Professional Growth in boxes A and B on the Reflective Dialogue worksheet

    ☐ Wrote Six Reflective Statements of Competence

    ☐ Gathered all of the items for my Resource Collection

    ☐ Wrote my Professional Philosophy Statement

❷ Apply

☐ Selected my Professional Development (PD) Specialist and confirmed availability with her/him (p. 18):

Name: _____ Phone: _____

Email: _____ PD Specialist ID # _____

☐ Had my center/program director complete the Director's Permission Statement as part of my application

☐ Submitted my application and paid the assessment fee (Remember: submitting online is faster!)

☐ Received my Ready to Schedule notification from the Council

❸ Demonstrate

☐ Scheduled my Verification Visit for (p. 22): date _____ time _____

☐ Brought my Professional Portfolio and this Competency Standards book to my Verification Visit

☐ Scheduled my CDA Exam for (p. 25): date _____ time _____

Address of the Pearson VUE testing center: _____

❹ Earn ❺ Renew

☐ **I celebrated when I earned my Child Development Associate Credential™!**

☐ I must remember to renew my CDA Credential before _____ (three years from date listed on my Credential)