Candidate Checklist

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

Candidate Name: _______________________________________

1 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

2 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

3 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: ______________________________________

4 Earn 5 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)