

CDA Exam Special Accommodations Request Form For CDA Paper Applications ONLY



Your request must be approved by the Council **before** you submit your CDA **PAPER** application. **IF applying on-line**, please do not use this form. You will complete your request for Special Accommodations in the on-line **Pre-application CDA Exam Special Accommodations** section.

First Name: _____

Last Name: _____

Date of Birth (mm/dd/yyyy): _____ Email Address: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Cell Phone: _____ Work Phone: _____

Type of CDA Credential setting for which I am applying (select one): Preschool Infant/Toddler Family Child Care

I agree to all the conditions of the Special Accommodations Request as outlined below. All information I provided here is true to the best of my knowledge.

Candidate Signature _____ *Date* _____

Please describe what accommodations you require for the CDA Exam: _____

Submit this form to the Council, along with a copy of the official medical documentation supporting your request under ADA requirements to **one** of the following:

EMAIL TO: accommodations@cdacouncil.org

MAIL TO: Council for Professional Recognition
Attn: CDA Exam Accommodations (Multilingual & Special Programs Dept.)
2460 16th Street, NW
Washington, DC 20009

Council's Decision:

- Request is **granted** - Accommodation(s) Code: _____
- Request is **denied** - Council Staff Signature: _____ Date: _____

If your request is granted

- Review the attached information letter about the approved special accommodations for your CDA Exam – keep it for your future reference!
- If your request is granted and you are submitting a CDA Paper Application** - You are required to attach this form to the paper application along with full payment of **\$500***. Please follow the instructions outlined in the attached letter to ensure a smooth credentialing process.

**The current application fee for all paper applications is \$500.*

If your request is denied

- Review the explanation on the denial letter
- If you wish to proceed with the CDA application without any accommodations, you do not need to attach this letter to your CDA Paper Application.