CDA 2.0 Webinar Series

Preparing for the Verification Visit and CDA Exam
Using the Webinar Material

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Goals for Today’s Session

• To provide an overview of the R-O-R process.
• To review the process for preparing for the Verification Visit.
• To plan and review for the CDA exam.
WEBINAR INSTRUCTIONS

If you have your CDA Competency Standards Book, we will be using for Today’s Webinar.
THE BEST 1st STEP

Nationally recognized
Transferable
Competency Based
During today’s webinar, we are going to cover what happens... the **Verification Visit** and the **CDA Exam**.
Education
Experience
Professional Portfolio
Family Questionnaires
Application
Verification Visit
CDA Exam
Prepare
Apply
Demonstrate
BEFORE
The Verification Visit

• Submit your application and assessment fee.
• Identify a Professional Development (PD) Specialist
• Secure your director’s permission for the Verification Visit
• Make sure that you receive your **Ready to Schedule** notification via email or mail
• Review your CDA documentation to ensure completeness.
FIND A PD SPECIALIST

- Use the Find-a-PD Specialist online directory
- Ask someone you know who is a PD Specialist in your local community
- Reach out to early childhood professionals in your community to become a PD Specialist

Visit the Council Web Site for more details
ASK YOUR DIRECTOR...

When is the best time to schedule my Verification Visit?

Is there a quiet/private space for the PD Specialist to conduct a portion of the Verification Visit?
Take ownership of the process and reach out to the PD Specialist to agree on a date and time for your visit.
BRING THE FOLLOWING

Original & Complete Professional Development Portfolio...

• Transcripts, certificates, documentation
• Family Questionnaires
• Resource Collection
• Six Reflective Statements of Competence
• Professional Philosophy Statement

and...
BEFORE The Verification Visit

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• Identify a Professional Development (PD) Specialist
• Secure your director’s permission for the Verification Visit
• Make sure that you receive your Ready to Schedule notification via email or mail
• Review your CDA documentation to ensure completeness.

DURING The Verification Visit

• Ensure that the PD Specialist has a quiet place to review your CDA documentation (REVIEW)*
• Lead program activities with children for two hours as the lead teacher. (OBSERVE)*
• Meet with the PD Specialist for reflective dialogue to discuss your areas of strength and growth (REFLECT)*

*PD Specialist uses the R.O.R. Model™ to verify professional competency.
R.O.R. Model™

**REVIEW** the contents of your Professional Development Portfolio

**OBSERVE** you working with children for two hours

**REFLECT** with you on your areas of strength and growth
**BEFORE The Verification Visit**

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**AFTER The Verification Visit**

- The Verification Visit and CDA Exam must be complete within six months of receiving the Ready to Schedule notice.
- Council will notify you of your credentialing decision, if you have successfully met all credential requirements and a cumulative score that includes your overall VV and exam results.
CREDENTIALING RESULTS

MULTIPLE SOURCES OF EVIDENCE FROM VERIFICATION VISIT + CDA EXAM SCORE = CREDENTIAL DECISION
Be sure that you have confirmed the exam for your setting.
Ensure that you have your R2S notice.
Contact Pearson VUE 24 hours before your scheduled exam if you need to cancel.
Choose an exam location and date that is convenient for you.
Receive your Confirmation Note from Pearson VUE
Review the CDA sample exam questions in the CDA Competency Standards Book
Review the CDA Exam tutorial and the Pearson VUE rules & procedures.
Create a Pearson VUE online account

www.pearsonvue.com/cdaexam
Downloadable Forms

The Council provides the following forms free of charge in Adobe Portable Document Format (PDF). In order to view or print these forms, use the latest version of Acrobat Reader (version 5 or later). Download Adobe Acrobat Reader.

Initial CDA Process

CDA Application Instructions
CDA Exam Tutorial
CDA Exam Special Accommodations Request Form
Cuestionario para la Familia (Family Questionnaire in Spanish)
Overview of the CDA Credentialing Process
Candidate Credentialing Checklist
**BEFORE CDA Exam**

- Be sure that you have confirmed the exam for your setting.
- Ensure that you have your R2S notice.
- Contact Pearson VUE 24 hours before your scheduled exam if you need to cancel.
- Choose an exam location and date that is convenient for you.
- Receive your Confirmation Note from Pearson VUE.
- Review the CDA sample exam questions in the CDA Competency Standards Book.
- Review the CDA Exam tutorial and the Pearson VUE rules & procedures.

**DURING The CDA Exam**

- Bring the proper photo ID.
- Review the CDA Exam instructions, agree to a nondisclosure agreement, and answer 3 practice questions.
- Complete the exam within 1 hour and 45 minutes.
- Answer all the questions, even if you have to guess.
- Review the exam to answer **flagged** questions or questions you did not answer.
- Submit your exam when you are done.
CDA EXAM QUESTIONS

1. Answer all of the questions

2. Flag questions that you do not know

3. Unanswered questions are marked wrong
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CDA Exam

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CREDENTIALING RESULTS

MULTIPLE SOURCES OF EVIDENCE FROM VERIFICATION VISIT

CDA EXAM SCORE

CREDENTIAL DECISION
Questions?
Use chat to ask your questions.
ORDER ONLINE

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If you missed the other webinars in this series, you can download at
www.cdacouncil.org/webinars
APPLY ONLINE – IT’S THE BEST WAY!
THANK YOU!

To Reach Us

Call
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