

CDA Candidates:

As a candidate that holds a CDA credential or that has previously applied, you already have an online account created for you in **YourCouncil**. To access your account:

- Click "Forgot Your Password"
- Enter the current email address the Council has on file for you. If you need to update your email address, please call the Council first.
- Click Submit

You will receive an email with your username and temporary password. For security purposes, we strongly suggest that you change your password immediately.

When you log into your account, Click CDA Renewal. If you are eligible to renew, you will be able to create a renewal application.

Please Note: <u>YourCouncil</u> gives all renewal candidates a 30-day grace period beyond their expiration date to renew their credential. The grace period <u>does not extend</u> the validity of the credential, but instead gives you a 30-day window of opportunity to renew your expired credential.

Sincerely,

Council for Professional Recognition