

# CDA® RENEWAL PROCESS OVERVIEW

## BEFORE YOU APPLY

Please make sure you meet the three requirements outlined below prior to applying to renew your CDA Credential. Candidates can submit their renewal application **up to 6 months before their expiration date**. Application and payment must be submitted before your credential expires.

### PROFESSIONAL DEVELOPMENT

Complete after the issue date of the credential being renewed.



Obtain 4.5 CEUs, a 3 credit hour college course, or 45 clock hours of training.

**NOTE: Training must be specific to credential type**



Become a member of an ECE professional organization.

**NOTE: Membership must be current at time of application**



#### SELECT A VERIFIER

Select an early childhood professional to review and verify your training and membership documentation.

**NOTE: Training and membership documentation will no longer be submitted to or accepted by the Council**

### CONTINUED WORK WITH CHILDREN

Complete within one (1) year of submitting your application.



Complete 80 hours of experience working with children.

**NOTE: Experience must be specific to credential type**



#### SELECT AN ECE REVIEWER

Select an early childhood professional to:

- Verify your 80 hours of work experience
- Complete a recommendation based on your work with children

**NOTE: Recommendation must be based on 80 hours of work experience specific to credential type**

### SAFETY

Certification must be current at time of application.



Obtain in-person or blended courses in First Aid and Infant and Child (Pediatric) CPR

**NOTE: Online training and training provide by individual consultants is not accepted**

## READY TO APPLY?



**DOWNLOAD**  
the **free Renewal Procedures Guide** for complete details and requirements



**COMPLETE**  
all CDA renewal requirements



**APPLY ONLINE**  
via [YourCouncil.org](http://YourCouncil.org)  
(\$125)



**RENEW CDA**  
Credentialing decision made by Council