

# Stages of the CDA Verification Visit®



## STAGE 1 - GETTING STARTED

Candidate must identify a CDA Professional Development (PD) Specialist™ that meets the setting and language on application.



### Candidate sends their application and fee to the Council:

- o Candidate receives approval that application is complete, and fee has been processed.
- o Once application is approved, the candidate and PD Specialist receive their “Ready to Schedule” notice, which lets them know they may begin scheduling a date and time for the CDA Verification Visit®.

## STAGE 2 - MAKING ARRANGEMENTS

Once the candidate is officially ready to schedule, either the PD Specialist or the candidate may use the YourCouncil platform to propose a date and time for the verification visit.



After the visit date and time have been set, the PD Specialist calls the candidate to complete the *Pre-Visit Checklist* **NO LATER THAN 48 hours prior to the scheduled visit.**

### During the pre-visit call the PD Specialist will confirm:

- o the language, setting and age group matches what is listed on the candidate’s application, Competency Standards book and in the professional portfolio;
- o the candidate has a government-issued photo ID and will bring it to the visit;
- o the candidate’s professional portfolio is complete.

## STAGE 3 - SHOW TIME!



Using the R.O.R. Model®, the CDA PD Specialist™ brings mentoring and coaching skills, as well as ECE expertise needed to facilitate each candidate's self-reflection and professional growth.

### During the CDA Verification Visit® the PD Specialist will:

- o **REVIEW** the candidate's CDA® Professional Portfolio, training transcripts/certificates and Family Questionnaires.
- o **OBSERVE** the candidate working with children and record criterion evidence.
- o **REFLECT** with the candidate, focusing on areas of strength or growth found in the professional portfolio or evidence from in the observation.

Within 48 hours after the candidate confirms online that the verification visit did take place, the PD Specialist will submit scores from the results of the Comprehensive Scoring Instrument using the Council's online platform, YourCouncil.

The Council will use the multiple sources of evidence from the candidate's overall assessment to determine awarding the Child Development Associate® (CDA) Credential™.



The Council for Professional Recognition promotes improved performance and recognition of professionals in the early childhood education of children ages birth to 5 years old. The Council recognizes and credentials professionals who work in all types of early care and education settings, including Head Start, pre-k, infant-toddler, family child care and home visitor programs.