

CDA® CREDENTIALING PROCESS OVERVIEW



START HERE

Purchase a *CDA Competency Standards* book in the setting of your daily work with children and families.

- Infant and Toddler**
(Birth-36 months)
- Preschool**
(3-5 years old)
- Family Child Care**
(Birth-5 years old)



PHASE 1: PREPARE (BEFORE YOU APPLY)

ANYTIME BEFORE



Possess a minimum of high school diploma/GED or be a junior or senior enrolled in a high school career and technical program.*



Complete 120 hours of education in the 8 CDA Subject Areas specific to the age group of the credential selected.

WITHIN 3 YEARS



Complete 480 hours of work experience in the setting and age group of the credential selected.

WITHIN 6 MONTHS



Create your *CDA Professional Portfolio* using the guidelines provided in the *CDA Competency Standards* book.



Gather *Family Questionnaires* from the families you serve in the setting and age group of the credential selected.



PHASE 2: APPLY ONLINE

APPLICATION

- Identify a CDA Professional Development (PD) Specialist™ endorsed in the setting and language of the application.
- Submit \$425 assessment fee and application to the Council.
- Await "Ready to Schedule Notice" from the Council before proceeding.



PHASE 3: DEMONSTRATE

WITHIN 6 MONTHS

Visit and exam may be completed in any order.



- Schedule and complete the CDA Verification Visit® with the PD Specialist. During the visit, the PD Specialist will:
 - **Review** the professional portfolio, including family questionnaires.
 - **Observe** candidate working in setting.
 - **Reflect** with candidate to discuss areas of strength and growth.



Schedule and take the CDA Exam at a local Pearson VUE testing center.



PHASE 4: EARN

CREDENTIALING DECISION



PD Specialist sends verification visit scores to the Council online.



Pearson VUE sends exam scores to the Council online.



Council awards or denies the CDA credential.

*Enrolled in a family and consumer sciences education program in the area of Early Childhood Education/Child Development.