



The Child Development Associate[®] National Credentialing Program Renewal Procedures Guide

Home Visitor Setting



The Child Development Associate[®] National Credentialing Program Renewal Procedures Guide

Home Visitor Setting



Council for Professional Recognition
1441 L Street, NW, Suite 600, Washington, DC 20005
(800) 424-4310

Visit the Council's Website at www.cdacouncil.org.

Copyright © 2024 by the Council for Professional Recognition.

ALL RIGHTS RESERVED. Unless otherwise noted on a specific page, no part of this book may be reproduced in any form or by any electronic or mechanical means, including but not limited to photocopying, recording, scanning web distribution, information networks, information storage and retrieval systems without the prior written permission from the Council for Professional Recognition.

CDA® Renewal Procedures Guide - Home Visitor Setting

Available online for download

May 2024

Table of Contents

| | |
|---|-----------|
| Prepare to Renew Your CDA® | 1 |
| Why Renew? | 1 |
| When Should You Start Preparing for Your Renewal? | 1 |
| When Can You Submit Your Renewal Application? | 1 |
| Renewal Requirements | 2 |
| Professional Development | 2 |
| Continued Professional Education | 2 |
| Membership in a national or local early childhood/adult education professional organization | 3 |
| Training and Membership Verification | 5 |
| Continued Work With Children | 5 |
| Recommendation and Verification of 80 Hours of Work Experience | 5 |
| Recommendation from an ECE Reviewer | 6 |
| Safety | 7 |
| First Aid and Infant and Child (Pediatric) CPR certification | 7 |
| Apply for Your CDA® Renewal | 8 |
| A. Apply Online | 8 |
| B. Apply on Paper | 9 |
| Name Change | 10 |
| CDA® Renewal Application | 11 |
| Completing the Training and Membership Verification | 15 |
| Appendix | 16 |
| A. Sample Training Letter | 17 |
| B. Sample Transcript | 18 |
| C. Sample Training Certificate | 19 |
| D. Examples of First Aid and CPR Documentation | 20-23 |
| E. Sample First Aid and CPR Letter | 24 |
| F. Sample Membership Card | 19 |
| G. Sample Membership Receipt | 19 |
| H. Sample Membership Letter | 19 |

Prepare to Renew Your CDA®

Why Renew?

Keeping your Child Development Associate® (CDA) Credential™ current is an important step in continuing your professional development in your work with families with young children. The early care and education profession encourages early educators to stay up to date with the theories, research/studies, appropriate practices and trends in the early childhood education field. The continuous professional development of CDA® Credential holders helps ensure the quality of care and education provided to our youngest children. The Council also requires CDA holders to renew their credential every three (3) years.

When Should You Start Preparing for Your Renewal?

1. You should prepare for your renewal well in advance of your application submission date.
2. If you are renewing for the first time, you can begin preparing for your CDA® renewal as soon as you earn your CDA Credential.
3. If you have renewed before, you can begin gathering the requirements after the issue date of the credential that is expiring.

When Can You Submit Your Renewal Application?

Your CDA® is valid for three (3) years from the award date so it is very important for you to renew your CDA Credential before it expires to remain an active CDA. The Council must **receive your application by the expiration date** to be accepted.

Unfortunately, there are **no exceptions or extensions**. If your CDA Credential expires, you will have to reapply to obtain a new credential.

- Candidates should submit their renewal application **on or before their expiration date**.
- Candidates can submit their renewal application **up to 6 months before their expiration date**.

Please be sure that the Council has your current email address on file so that you can receive reminders in advance before your CDA Credential expires.

If you have had a name change since your last credential was issued, please see page 10 for further details on how to update your name.

Renewal Requirements

You must meet all of the following requirements:

| | |
|-------------------------------------|---|
| Professional Development | <ul style="list-style-type: none">• Continued Professional Education• Membership to a National or Local Early Childhood/ Adult Education Professional Organization |
| Continued Work With Children | <ul style="list-style-type: none">• Minimum 80 Hours Working with Families with Young Children• Recommendation From ECE Reviewer |
| Safety | <ul style="list-style-type: none">• First Aid and Infant and Child CPR Certification |

Each requirement is explained below along with specific information regarding acceptable forms of documentation.

Professional Development

Continued Professional Education

All professional education hours must be awarded by an agency or organization with expertise in early childhood/home visitor/teacher preparation. These can be classroom courses or online courses. Keep in mind:

- You will need to document completion of one of the following:
 - o 4.5 CEUs, or
 - o A three (3) credit hour college course from an accredited college or university, or
 - o 45 clock hours of training in family systems, adult learning, home visiting, case management, Early Childhood Education and/or Child Development.
- All coursework/training must have been **completed after the issue date of your most current CDA® Credential**.
- Courses/training attended before your previous CDA will not be accepted to meet the educational requirement.
- Do not re-take the same courses/training you studied when applying for your original credential or for previous renewals

All renewal coursework/training must be **specific and relevant to your CDA Credential type**.

Documentation of training must be in the form of:

- *College or University transcript* which includes the college or university name, Renewal candidate's name, number of credits awarded, and reflects successful completion of the course.
- *Verification letter* on the training agency's official letterhead, which includes original signature, title and contact information for person verifying training. The letter must specify training is specific to the credential type being renewed.
- *Certificate of Completion* which includes training agency name and address, training agency seal/logo, Renewal candidate's name, dates of training, content area, number of hours successfully completed, and an authorized signature.

Note: See appendix on page 16 for samples of acceptable documentation.

The Council does not accept the following types of training documentation:

- Training logs
- State registry printouts that have **not been** approved by the Council

Note: Training documentation will be reviewed by your Verifier.

Membership in a national or local early childhood/adult education professional organization

You will need to show proof of current membership in an early childhood/adult education professional organization. The field of early childhood education/adult education includes an abundance of organizations that support the professional development of early childhood educators and promote improvements in services to young children. ECE professionals become members of these associations to help them grow professionally, stay current on early childhood/adult education issues, and participate in group efforts to promote positive change.

- Membership must be current at time of submission of CDA® Renewal Application.
- Membership may be an individual or center membership

The following forms of documentation are acceptable:

- Membership card
- Certificate of membership
- Letter on membership organization's official letterhead
- Receipt of payment of membership fees

Documentation of membership must include the following:

- Membership agency's name
- Membership agency official seal or logo
- Renewal candidate's name or center name
- Issue date and expiration date ("or valid for" timeframe)

Note: See appendix on page 16 for samples of acceptable documentation.

The Council does not accept the following types of memberships to fulfill the renewal requirement:

- State Registry organization membership
- Parent Teacher Association (PTA) memberships
- Teachers' Union membership
- Magazine subscriptions membership

If a center membership is presented, the center name must be listed on the documentation. Membership cards issued in another staff person's name are not accepted as a center membership.

For more information, the Council has a list of ECE membership associations that you may join on our website, here: www.cdacouncil.org/ece-organizations.

Training and Membership Verification

Training and Membership documentation **should not** be submitted to the Council. Instead, you will need to select a Verifier to review your training and membership documentation. Select a staff person, within the program who has the authority to review your training record.

The Verifier can be an education coordinator, a center director, assistant director, or other authorized staff person. Your ECE Reviewer can also serve as your Verifier.

- To apply online, you will need to have your Verifier's email address. You will be prompted by the online application system to send your Verifier a Training and Membership Verification request. The Verifier submits the verification via a link sent in the request email.
- If applying with a paper application, the Verifier completes and signs Section E of the CDA® Renewal Application. No other documentation should be submitted.

Conflicts of Interest:

The person that you select as your Verifier may not be related to you by blood, marriage, or other legal relationship, may not work with the same families as you, and may not be a relative of a family or child in your caseload at any time during the renewal process.

Continued Work With Children

Recommendation from an ECE Reviewer

Select an early childhood education professional to serve as your Early Childhood Education (ECE) Reviewer. This person must meet the experience and education requirements included in the *Information for the Early Childhood Education Reviewer* booklet.

The ECE Reviewer you select must have current (within the past year) **firsthand knowledge** of your skills and abilities working with families with children ages birth to 5 years old **in a Home Visitor setting**. The ECE Reviewer can be an education coordinator, a co-worker, a center director, or a member of an early childhood/adult education organization to which you belong.

The recommendation verifies that you have worked at least 80 hours with families with children ages birth to five years old in a Home Visitor setting within the past year and is based on your performance with families with children in relation to the six CDA® Home Visitor Competency Goals and 13 Functional Areas.

Recommendation and Verification of 80 Hours of Work Experience

A valid CDA® Credential indicates you have maintained your competence in supporting parents in meeting the needs of their young children. Therefore, it is necessary to maintain a current experience working with families with young children ages birth-5 years old, even if you no longer work directly with them.

- **Within one year prior to submitting your renewal application**, you must have worked a minimum of 80 hours in a **Home Visiting program** serving families with children ages birth to five years old.
- Your ECE Reviewer will verify your 80 hours of work experience as part of the recommendation process.
- To apply on line, you will need your ECE Reviewer's email address. You will be prompted by the online application system to send your ECE Reviewer a recommendation request. The ECE Reviewer submits their recommendation via a link sent to them in the recommendation request email.

- If applying with a paper application, your ECE Reviewer completes your recommendation by completing Section D of the CDA Renewal Application.
 - A separate recommendation letter written by your ECE Reviewer may be submitted, however, Section D of the application must still be completed in its entirety.
 - The 80 hours must be verified by the ECE reviewer, a separate letter verifying employment will not be accepted
- These hours may be volunteer or paid

If your employment does not include 80 hours during the past year, there are other ways to meet the requirement. For example, you could visit and volunteer in a home visitor setting to participate in a special project, organize and implement a family-oriented event, or sponsor a hands-on activity or field trip with families with young children. You may show proof of this type of work (volunteer or paid) to your ECE Reviewer who will verify your 80 hours of service.

Safety

First Aid and Infant and Child (Pediatric) CPR certification

You will need to submit proof of valid and current certification in **First Aid** and both **Infant and Child (Pediatric) CPR**. Certification must be current at time of submission of CDA® Renewal Application.

The Council accepts training offered by nationally recognized training organizations (such as the American Red Cross or the American Heart Association) as well as training provided through smaller training agencies. **Documentation of training must include the following to be accepted:**

- Training agency's name
- Training agency official seal or logo and/or mailing address
- Renewal candidate's name (**the name on the card and/or certificate is required to match the name currently listed in our records**)
- Issue date and expiration date ("or valid for" timeframe)
- Instructor's Signature
- Instructor certification number (not required if the instructor is an RN or paramedic)

If training is obtained through a nationally recognized training organization, the documentation submitted **MUST** follow the official documentation guidelines of the organization to be accepted.

The Council will accept the following forms of verification for First Aid and Infant and Child (Pediatric) CPR certification:

- Completion card
- Certificate of completion
- Letter on the training agency's official letterhead (see template letter provided)

***Note:** If a card/certificate is submitted that is issued incorrectly, a letter cannot be submitted to correct the issue. The training agency must issue a new corrected card.*

All forms of documentation must verify **certification** in First Aid and Infant and Child CPR.

Online training and training provided by an individual consultant is not accepted.

***Note:** See appendix on page 16 for samples of acceptable documentation.*

Apply for Your CDA® Renewal

A. Apply Online

Before starting the online application process be sure to watch the *YourCouncil* CDA® renewal tutorials available for free on our website www.cdacouncil.org/cda-renewal-tutorials. These short tutorials walk you through the online application process.

Once you have prepared for your renewal, you can submit your application and payment online using the YourCouncil online application system. As a renewal candidate you do not need to create an account. You already have an existing account. To access your account follow these 4 easy steps:

1. Access the log in screen at yourcouncil.org.
2. Click “Forgot your Password? Click here.” You will receive an email with your username and password.
3. Once logged into your account, select “CDA Renewal”, click CREATE NEW CDA RENEWAL APPLICATION.
4. Follow the online instructions to complete your application and submit your payment.

***Note:** You will be asked to upload documentation of your First Aid and Infant and Child (Pediatric) CPR certification directly to your application.*

Online Renewal Tips

What will I need to renew online?

- A computer, tablet or smartphone with internet access
- A valid email address
- Your ECE Reviewer’s email address
- Your Verifier’s email address
- First Aid and Infant and Child (Pediatric) CPR documents scanned as a PDF or in JPG format
- Full payment of \$125 online renewal processing fee

The Council’s Online Renewal Process

Upload your documents directly to YourCouncil to verify that you have met all renewal requirements. Please do not mail, email or fax any documents to the Council, they will not be processed or returned.

How do I pay online?

The Council offers several methods to pay online. The online processing fee is \$125, which can be paid by:

- Credit Card
- Voucher Number issued by a sponsoring agency*

**A sponsoring agency must have an online agency account in YourCouncil to issue voucher numbers to CDA initial and renewal candidates.*

Note: The renewal processing fee is non-refundable and non-transferable.

B. Apply on Paper

A paper application is enclosed in this CDA® Renewal Procedures Guide.

Mail the following to the Council:

- Completed and signed CDA Renewal Application, including
 - o Training and Membership Verification (Section E of the CDA Renewal Application)
 - o ECE Reviewer recommendation and verification of 80 hours of work experience (Section D of CDA Renewal Application)
- A copy of your First Aid and Infant and Child (Pediatric) CPR certification
- Check, money order or purchase order for \$150 (If paying with a credit card, please complete Section C on the application)

Note: The renewal processing fee is non-refundable and non-transferable.

**MAIL TO: Council for Professional Recognition
1441 L Street, NW, Suite 600
Washington, DC 20005**

Faxed or emailed copies will not be processed.

Tips for applying via paper

- Make sure that all sections of the application are completed.
- Write clearly and legibly on the application.
- Submit **copies** of your First Aid and Infant and Child (Pediatric) CPR documentation, **originals will not be returned.**
- Completed application, payment, and a copy of your First Aid and CPR must be mailed together in one envelope. **Do not mail application and payment separately.**



Name Change

If your name is now different than it appears on your current credential, you will need to submit official documentation of name change.

Acceptable forms of documentation:

- Marriage certificate
- Divorce decree
- Immigration and Naturalization Form (Petition for Name Change)
- Birth Certificate (if you are adding a second last name from birth)

The Council does not accept the following documents as proof of name change:

- State issued ID
- Driver's license
- Social Security card

If you are submitting an online application, please click on the **CDA® NAME CHANGE** tab on the MENU bar in your Dashboard **BEFORE** starting the online application process. **Allow 2-3 business days for the request to be processed.** Once the request is processed you will be notified via email and will see the change reflected in your account. After your name has been changed, you can proceed with the application process.

If you are submitting a paper application, please submit official proof of name change with your application.

All documents submitted must contain the same name as your CDA credential. Nicknames, use of middle name, etc., will delay processing.

If a name change is requested after a credential has been mailed out, a \$15.00 fee will be charged to send a new certificate.

(Section D continued)

“I testify that I have read the requirements to serve as an Early Childhood Education Reviewer and meet all the requirements including having current knowledge of the CDA renewal candidate’s skills and abilities working with families with young children in a Home Visitor setting. In addition, I testify that I do not have any of the Conflicts of Interest, which make me ineligible to serve as a reviewer.

I verify that I am not related to the candidate by blood, marriage, or other legal relationship, I do not work with the same families as the candidate, and I am not a relative of a family or child in the renewal candidate’s case load at any time during the renewal process.”

Early Childhood Education Reviewer’s Signature

Date

E. Candidate Training and Membership Verification

Do not submit additional training documentation, as it will not be reviewed.

This section should to be completed by the Center Director, ECE Reviewer or other Authorized Staff Person. This section is to verify that the renewal candidate has fulfilled the CDA renewal training and membership requirements.

Renewal Candidate’s Name: _____

As the authorized staff person selected to complete this section, you agree to verify that the candidate has fulfilled the training and membership requirements as outlined in the Renewal Procedures Guide. In order to complete this verification process, you will need to review the candidate’s training record and documentation, and view a current copy of membership documentation to a national or local early childhood/adult education professional organization.

The following **five statements must be checked off by the authorized staff person to complete the verification of training and membership:**

TRAINING

- Training was in the form of 3 college credits, 4.5 CEUS, or 45 clock hours
- Training documentation is either in the form of a college transcript, official certificates, or a letter on letterhead from the training agency. All training documentation contained the training agency name, agency official seal/logo, candidate name, training topic, credits/hours/CEUS awarded, date of training, and official signature.
- Training was taken after the issue date on the candidate’s most current credential.
- Training was in family systems, adult learning, home visiting, case management, Early Childhood Education and/or Child Development.

MEMBERSHIP

- I have viewed the renewal candidate’s documentation of current membership to a national or local early childhood/adult education professional organization. I have verified that the organization and documentation meets the Council’s membership requirements.

(Section E continued)

AUTHORIZED STAFF PERSON INFORMATION

First Name:

Last Name:

Title:

Agency/Affiliation:

Email:

Primary Phone #: - - Secondary Phone #: - -

“I testify that I have read the training and membership sections of the *CDA® Renewal Procedures Guide* and I attest to the accuracy of the above Statements.

I verify that I am not related to the candidate by blood, marriage, or other legal relationship, I do not work with the same families as the candidate, and I am not a relative of a family or child in the renewal candidate’s case load at any time during the renewal process.

I understand that the Council will conduct random audits and may contact me or the candidate regarding the contents of this form.”

Signature: _____ Date: _____

Note: The Council reserves the right to request training and membership documentation be submitted directly to the Council.

F. Candidate Acknowledgement

Initial beside each statement and sign:

- _____ I testify that I have read the *CDA Renewal Procedures Guide* and I meet all requirements.
- _____ I understand that individuals convicted of a crime involving child abuse or neglect are not eligible to apply for or hold the CDA Credential.
- _____ If I am awarded a CDA Renewal Credential and the right to use the title Child Development Associate® and its abbreviation, CDA, in connection with my name, I agree to meet the standards of the Child Development Associate to the best of my ability, to conduct myself in a professional manner, and to abide by the NAEYC Code of Ethical Conduct.
- _____ I testify that all answers to all questions on the application are true to the best of my knowledge.

Renewal Candidate’s Signature: _____ Date: _____

Submit completed application, \$150, and a copy of current First Aid and Infant and Child CPR via mail. Faxed or emailed applications will not be processed.

(END)

Completing the Training and Membership Verification

Renewal candidates no longer submit training or membership documentation directly to the Council. Instead they will select a Verifier to review their documentation and verify that these two requirements have been met.

Eligibility Requirements for a Verifier

Any staff person within the Center/Program who has the authority to review the renewal candidate's training record. The ECE Reviewer may also serve as the Verifier

This person **cannot** be related to the candidate by blood, marriage, or other legal relationship, cannot work with the same families as the candidate, and may not be a relative of a family or child in the renewal candidate's case load at any time during the renewal process.

Reviewing Training and Membership Documentation

All training must meet the Council's requirements both in content and documentation in order to be counted towards the training requirement. Please review the section *Continued Professional Education* in this guide as it contains detailed information on documentation requirements.

The Verifier must carefully review each certificate, letter, and/or transcript to ensure that each one meets the Council's criteria for acceptable documentation. If a document does not meet the Council's criteria, it should not be counted towards the training requirement

The Council reserves the right to request training and membership documentation be submitted directly to the Council.

Submitting the Training and Membership Verification

Candidates Applying Online

If the candidate is applying online, the Verifier will need to provide the candidate with their email address. A *Training and Membership Verification Request* will be sent to the email address provided. The Verifier will submit the recommendation via a link contained in the email.

Please note: the system works best with a personal email like a Yahoo, Gmail, or Hotmail. If a work email is provided, make sure that the security settings on the computer being used will allow emails to be received from info@yourcouncil.org.

Candidates Applying with a Paper Application

If applying using a paper application, the Verifier submits the *Training and Membership Verification* by completing section E of the CDA® renewal application.

APPENDIX

Includes:

| | |
|--|-------|
| A. Sample Training Letter | 17 |
| B. Sample Transcript | 18 |
| C. Sample Training Certificate | 19 |
| D. Examples of First Aid and CPR Documentation | 20-23 |
| E. Sample First Aid and CPR Letter | 24 |
| F. Sample Membership Card | 25 |
| G. Sample Membership Receipt..... | 26 |
| H. Sample Membership Letter..... | 27 |





EARLY CHILDHOOD CONCEPTS, INC.
*Professional Development Training for
Early Educators*

123 Example Street | Silver Spring, MD 20906 | (555) 555-5555

August 8, 2022

To Whom It May Concern:

This is to verify that Mary Smith has received **45 hours of Home Visitor training** through our agency. The training was taken from **1/15/2022 to 3/1/2022**.

Sincerely,

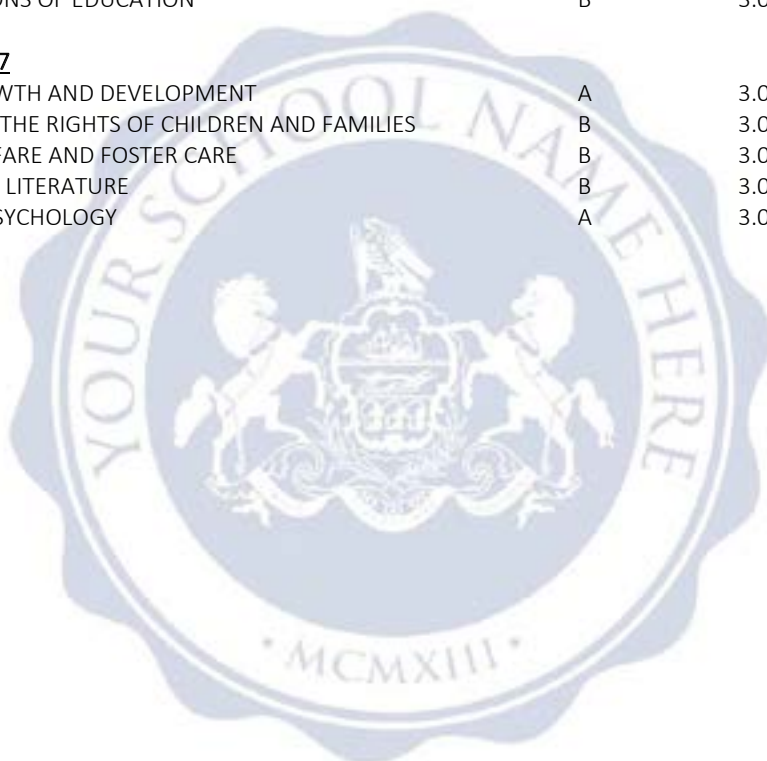
Gerald R. Yard
Instructor



SAMPLE STATE UNIVERSITY
 1234 University Address Blvd, City, State 90000

Student Name: Mary Smith
Address: 123 Candidate Street
 Hanover, MD 21076
DOB: DD-MM-YYYY
Student ID: 123-45-6789

| Course | Course Description | Grade | Credits | Points |
|--------------------|--|-------|---------|--------|
| FALL 2016 | | | | |
| BIO 101 | INTRO TO BIOLOGY | B | 3.0 | 9.0 |
| ENLG 101 | FRESHMAN COMPOSITION | A | 3.0 | 12.0 |
| MAT 100 | PRECALCULUS | B | 3.0 | 9.0 |
| EDUC 101 | FOUNDATIONS OF EDUCATION | B | 3.0 | 9.0 |
| SPRING 2017 | | | | |
| EDUC 110 | CHILD GROWTH AND DEVELOPMENT | A | 3.0 | 12.0 |
| SOC 420 | ADVOCACY-THE RIGHTS OF CHILDREN AND FAMILIES | B | 3.0 | 9.0 |
| SOC 250 | CHILD WELFARE AND FOSTER CARE | B | 3.0 | 9.0 |
| CD 115 | CHILDREN'S LITERATURE | B | 3.0 | 9.0 |
| PSYC 102 | GENERAL PSYCHOLOGY | A | 3.0 | 12.0 |



Jane Johnson, Ed.D
 Registrar

CERTIFICATE

Of

PARTICIPATION

Candidate Name

Has successfully completed the **5 hour training** presented by Early Childhood Concepts, Inc
**HOME VISITOR'S GUIDE TO HELPING FAMILIES
ACCESS RESOURCES**

CDA SUBJECT AREA 8



Early Childhood Concepts, Inc.
123 Example Street
Silver Spring, MD 20906

TRAINER

Official Signature

ON THIS DAY:

8/8/2018

First Aid Documentation

Example of One Card Documenting Both First Aid and Infant and Child (Pediatric) CPR

Figure 1. Child CPR and Infant CPR modules must “NOT be marked out” in order to fulfill the Infant and Child CPR requirement.

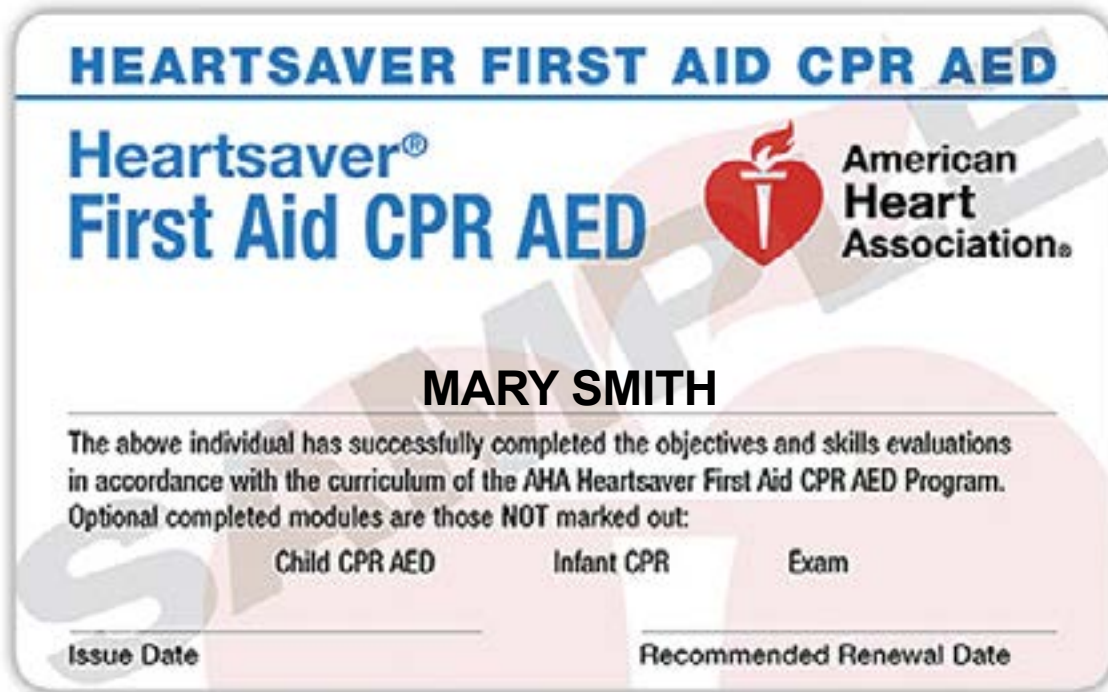
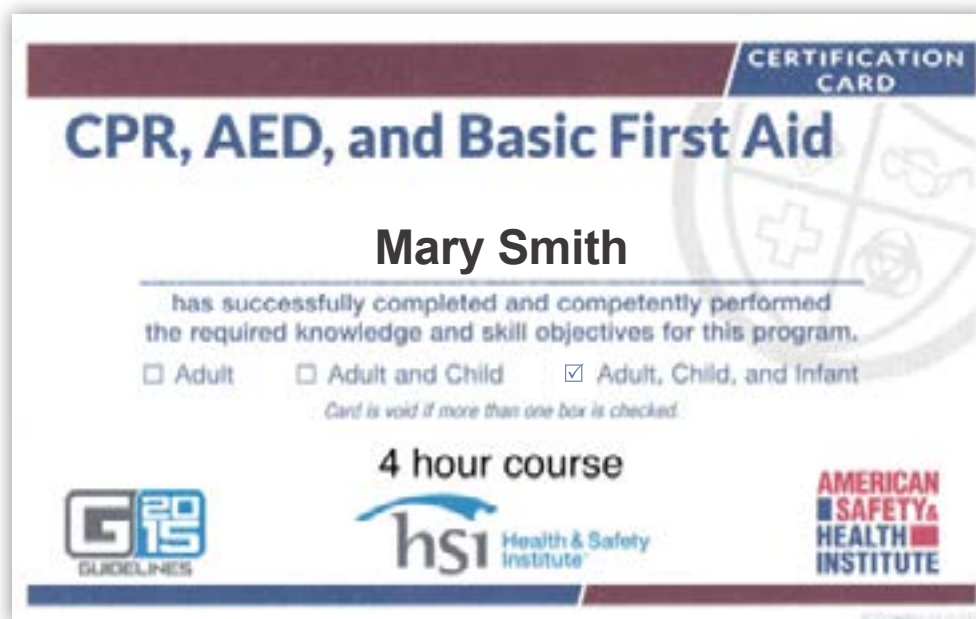


Figure 2. Adult, Child, an Infant is required to be marked in order to fulfill the Infant and Child CPR requirement.



First Aid Documentation (Continued)

Figure 3. Under Optional Modules, Child CPR and Infant CPR must be listed to fulfill the requirement.

HEARTSAVER

**Heartsaver®
First Aid
CPR AED**

 **American
Heart
Association®**

Mary Smith

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver® First Aid CPR AED Program.

Optional modules completed:
Child CPR, Infant CPR

| | |
|---|--|
| Issue Date | Recommended Renewal Date |
| 8/15/2021 | 8/15/2023 |
| Training Center Name | Instructor Name |
| Save A Life LLC | Jane Johnson |
| Training Center ID | Instructor ID |
| DC12345 | 11145618458 |
| Training Center Address | eCard Code |
| 123 Example Street Silver Spring, MD 20906 | 12345678912E |
| Training Center Phone Number | QR Code |
| 202-265-9090 |  |

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/ipq/verifycard.
© 2015 American Heart Association. All rights reserved. 15-0002 2/15

First Aid Documentation (Continued)

Example of Two Certificates Documenting First Aid and Infant and Child (Pediatric) CPR

Figure 4. Certificate #1 documents First Aid only.



The image shows a certificate for the NSC First Aid Course. It features the National Safety Council logo in the top left corner. The title of the course is "NSC First Aid Course" with the subtitle "Adult & Pediatric". The certificate lists the following information:

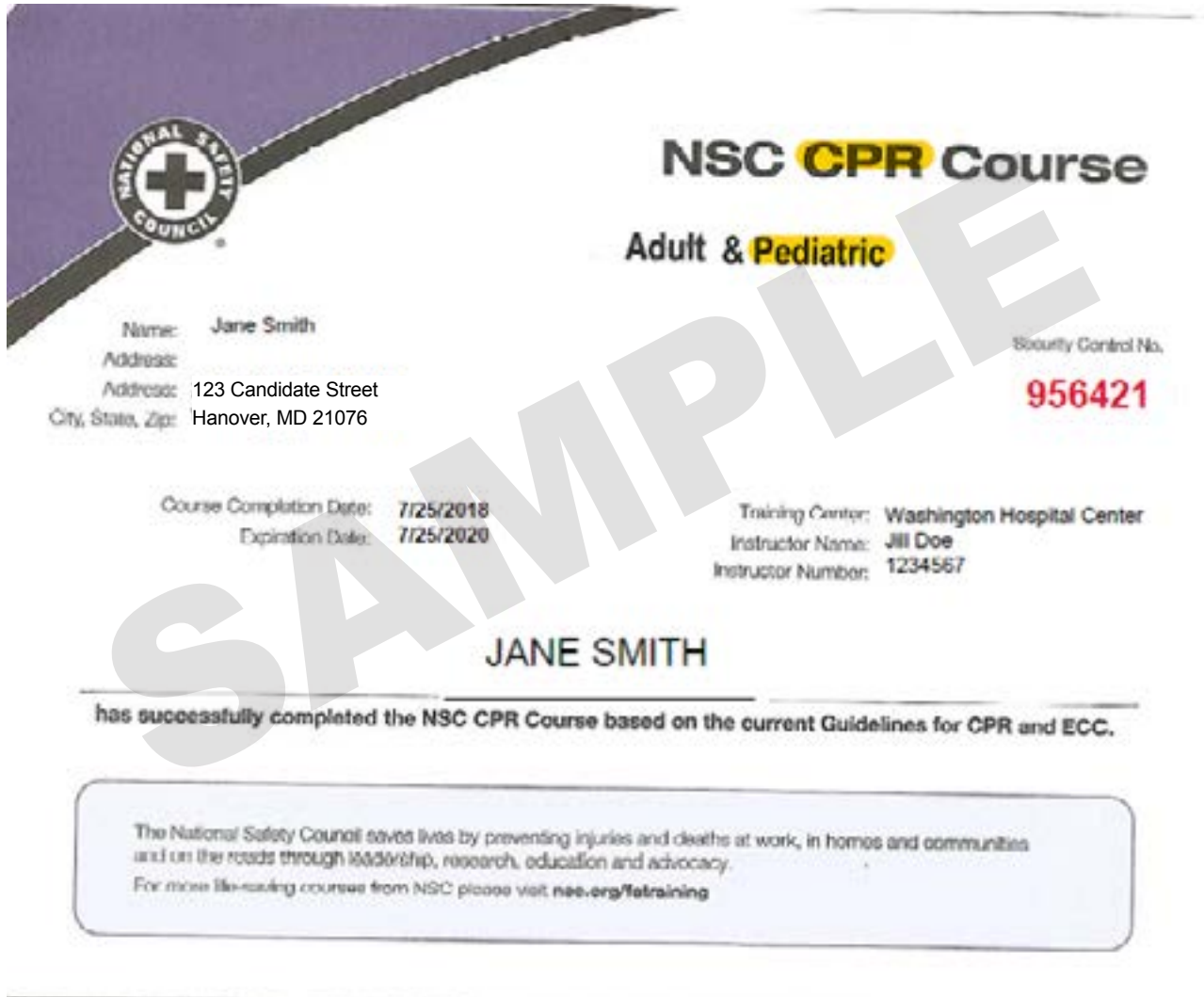
| | | | |
|-------------------------|----------------------|----------------------|--------------|
| Name: | Jane Smith | Security Control No. | 876543 |
| Address: | | | |
| Address: | 123 Candidate Street | | |
| City, State, Zip: | Hanover, MD 21076 | | |
| Course Completion Date: | 8/10/2018 | Training Center: | ABC Training |
| Expiration Date: | 8/10/2020 | Instructor Name: | Mary Jones |
| | | Instructor Number: | 1234567 |

Jane Smith
has successfully completed the NSC First Aid Course.

The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities and on the roads through leadership, research, education and advocacy.
For more life-saving courses from NSC please visit nsc.org/fatrainig

First Aid Documentation (Continued)

Figure 5. Certificate #2 documents Infant and Child (Pediatric) CPR. The CPR certificate must indicate “Infant and Child” or “Pediatric” to fulfill the requirement. If this certificate did not indicate “Pediatric” it would not fulfill the requirement.





EMERGENCY SERVICES

August 15, 2022

To Whom It May Concern:

This letter is to verify that **MARY SMITH** has received training through our agency and is certified in **First Aid and Infant and Child CPR**. Our agency follows the national guidelines established by the American Heart Association.

Ms. Smith's **certification expires on 8/15/2023**.

Sincerely,

Misty Carlos

Instructor

Certification number: 254854656



123 Example Street • Silver Spring, MD 20906 • (555) 555-5555 • FAX (555) 555-5555

Sample with Candidate's Name



**Early Care Professional
ALLIANCE**

MARY SMITH

is a member of the **Early Care Professional Alliance**

Membership Expires: 8/8/2023

OR

Sample with Center Name



**Early Care Professional
ALLIANCE**

CHILDREN FIRST CHILD CARE

is a member of the **Early Care Professional Alliance**

Membership Expires: 8/8/2023



Early Care Professional ALLIANCE

123 Example Street | Silver Spring, MD 20906

| | | |
|--|--|---|
| Bill To: Mary Smith 123 Candidate Street Hanover, MD 21076 | Recipient: Mary Smith 123 Candidate Street Hanover, MD 21076 | Invoice #: 000123456 Invoice Date: 8/8/2022 Invoice Description: Membership Fee |
|--|--|---|

YOUR ORDER DETAILS

| Description | | |
|----------------|------------------------|----------------|
| Membership Fee | Subtotal: | \$30.00 |
| | Tax: | \$0.00 |
| | Shipping and Handling: | \$0.00 |
| | TOTAL DUE: | \$30.00 |
| | Payments: | \$30.00 |
| | BALANCE DUE: | \$0.00 |



Early Care Professional **ALLIANCE**

123 Example Street | Silver Spring, MD 20906

August 8, 2022

To Whom It May Concern:

Member ID: 123456

Mary Smith is a member of Early Care Professional Alliance. Membership is **valid from 8/8/2022 to 8/8/2023**.

Early Care Professional Alliance is dedicated to supporting the professional development of early childhood educators and promoting improvements in services to young children.

Sincerely,

Bria Day
Executive Director

COUNCIL
for
PROFESSIONAL
RECOGNITION



1441 L Street, NW, Suite 600, Washington, DC 20005
(800) 424-4310 | www.cdacouncil.org