

JUNE 2026



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

Home Visitor Setting



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The Council for Professional Recognition

Washington, DC | (800) 424-4310

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

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CDA® Renewal Procedures Guide - Home Visitor Setting

Available online for download

June 2026

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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® credential is valid for three (3) years from the date of award 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

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

Professional Development

Continued Professional Education

To continue to expand your knowledge in early childhood education and to ensure you are staying current in the most up-to-date practices, you are required to complete additional training. Courses can be in-person, online, or a combination of both.

- You will need to document completion of **one** of the following:
 - 4.5 CEUs, or
 - A three (3) credit hour college course from an accredited college or university, or
 - 45 clock hours of training in family systems, adult learning, home visiting, case management, early childhood education and/or child development.
- All professional education hours must be **provided by an agency or organization with expertise in early childhood teacher preparation.**
- All coursework/training must have been **completed after the issue date of your most current CDA® credential and not be older than three years old at the time you submit your application.**
- 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 age group of 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. The certificate must specify training is specific to the credential type being renewed.
- **Learning record** from the State Professional Workforce Registry.

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

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

- Training logs

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) membership
- 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

Select a Verifier to review your training and membership documentation. This should be a staff member within the center or program who has the authority to verify 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.

- **Applying online:** You will need your Verifier's email address. You will be prompted by the online application system to send a *Training and Membership Verification* request to your Verifier. Your Verifier will receive the verification request via email. The email will include a link for the Verifier to submit the verification.

To ensure the Verifier understands their role and candidate application requirements, it is important for your Verifier to review the *Professional Development* (pages 2-5) and *Training and Membership Verification Process* (page 15) sections of this guide.

Although your Verifier will review your training and membership documentation, you will be required to upload your documentation to the online application system.

If your application is selected for an audit, your documentation will be subject to review to ensure it meets the Council's training requirements in content and documentation format.

Conflicts of Interest:

The person you select as your Verifier **may not**:

- be related to you by blood, marriage, or other legal relationship
- work in the same classroom as a co-teacher with you on a daily basis
- be the relative of a child in your care 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 may be an education coordinator, a co-worker, a center director, or a member of an early childhood organization to which you belong. In addition, 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 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 these families with children in relation to the Home Visitor *CDA® Competency Standards* (six *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 current experience working with families with young children ages birth to five years old, even if you no longer work directly with them.

- **Within one year prior to submitting your CDA 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. **These hours may be volunteer or paid.**
- Your ECE Reviewer will verify your 80 hours of work experience as part of the recommendation process.
- **Applying online:** You will need your ECE Reviewer's email address. You will be prompted by the online application system to send a recommendation request to your ECE Reviewer. Your ECE Reviewer will receive the recommendation request via email. The email will include a link for the ECE Reviewer to submit their recommendation.

If your work experience does not include 80 hours within 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.

Although your ECE Reviewer will verify that you have met the 80-hour work experience requirement, you must submit proof of experience hours to the Council. You will be required to upload your documentation to the online application system. Documentation of experience must be in the form of a letter on official letterhead from the program where you completed your work experience hours.

The letter must include:

- date
- renewal candidate's name
- number of hours of worked with families with children within the past year
- position held by the candidate
- program type
- ages of children worked with
- official signature and title
- contact information of the person verifying work experience hours

The Council does not accept the following types of documentation:

- Pay stubs
- Time sheets
- Work hours log

Audit Process

Most candidates are automatically renewed upon submission of a completed application and payment. However, a percentage of applicants will be randomly selected for audit before their renewal is awarded to ensure compliance and quality control.

- **If selected for audit**, all documentation submitted with your application will be reviewed by the Council to confirm that training, membership, and experience requirements have been met and the appropriate documentation was provided.
 - **If documentation issues arise**, you will be notified via email and given 30 calendar days to submit the correct documentation. Once the required documentation is provided, your renewal will be awarded.
 - **If the correct documentation is not submitted within 30 days**, your application will expire, and the renewal fee will be forfeited. If you are still within your renewal eligibility window, you may submit a new renewal application and payment.

The CDA® Digital Credential

The CDA® digital credential is a verified and shareable way to showcase your ECE credentialing achievement! Powered by Credly, it is now easier than ever to display renewing your Child Development Associate® (CDA) credential™ and highlight your expertise and career readiness in early childhood education.

There are no extra steps! You will still apply to renew your CDA credential as outlined in this guide. However, instead of receiving a printed certificate in the mail, you will receive an email via Credly inviting you to accept your new digital credential.

Creating a Credly account **is free** and provides instant benefits to:

- download and print your CDA® renewal certificate as soon as it is awarded.
- share your achievement online with your new digital badge. Share it on your social networks, post it to your digital resume, or add it to your email signature.
- verify your credential status via Credly or the Council's new online certificate search tool - anytime, anywhere.

As a CDA credential holder, you still have the option to request a professionally printed certificate with an embossed gold seal by logging into your *YourCouncil* account and paying a \$30 printing fee. Certificates will be mailed with tracking to monitor progress and delivery.

Learn more about the new digital credential: www.cdacouncil.org/my-digital-credential

Apply Online for Your CDA® Renewal

Once you have completed all renewal requirements, it's time to submit your application and payment online using the *YourCouncil* online application system. As a renewal candidate you do not need to create an account. The Council has already created an account for you. To access your account, follow these four 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 your training, membership, and experience verification documentation to the online application system.

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
- Your training, membership, and experience verification documents scanned as a PDF or in JPG format
- Full payment of the \$250 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 two methods to pay online:

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

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

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

Name Change

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

Acceptable forms of documentation (*Note: documentation will vary depending on reason for name change*):

- 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

When submitting your online application, please click on the **CDA® NAME CHANGE** tab on the MENU bar in your dashboard **BEFORE** starting the online application process. **Allow five (5) 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.

All documents submitted must have the same name as your CDA credential. Use of nicknames, middle names, etc., will delay processing.

If a name change is approved or requested after a credential is issued, a \$30.00 fee will be charged to update your Credly account.

Training and Membership Verification Process

Renewal candidates must select a Verifier to review their training and membership documentation and verify that these two requirements have been met. Candidates are still required to submit copies of their verified training and membership documentation to the Council, which will be reviewed in the event their application is selected for audit.

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 in the same classroom as a co-teacher with the renewal candidate on a daily basis, and cannot be the relative of a child in the renewal candidate's care 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 professional development 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.

If a candidate's application is selected for audit, all submitted documentation will be reviewed. If any documents do not meet the Council's requirements, the Verifier may be contacted for quality assurance purposes.

Submitting the Training and Membership Verification

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 verification via the link provided 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.

APPENDIX

Includes:

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

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

August 8, 2025

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 **1/15/2025 to 3/1/2025**.

Sincerely,

A handwritten signature in black ink that reads "Gerald R. Yard". The signature is fluid and cursive.

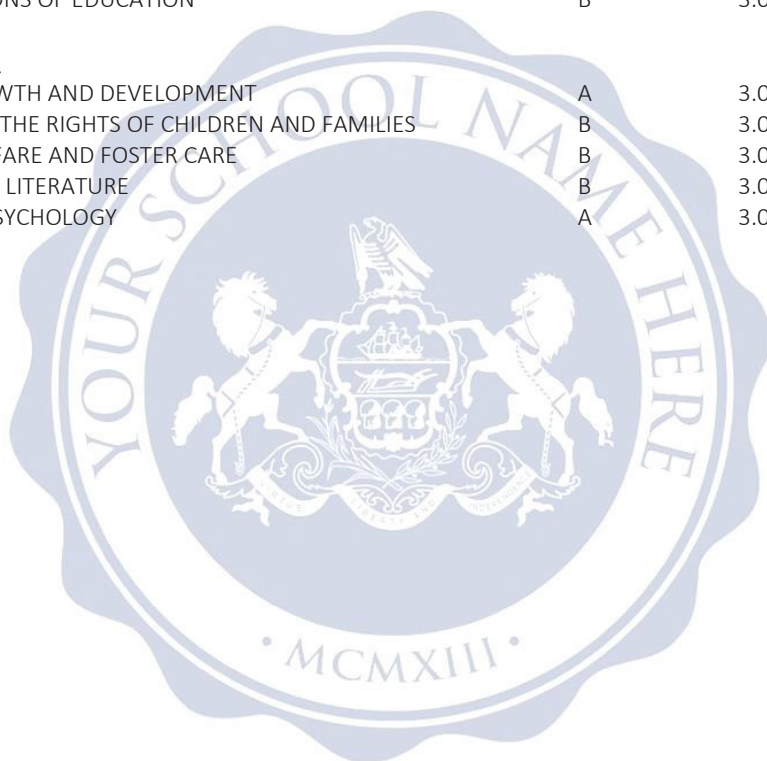
Gerald R. Yard
Instructor



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
<u>FALL 2025</u>				
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
<u>SPRING 2025</u>				
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:

8/8/2025

Sample with Candidate's Name



**Early Care Professional
ALLIANCE**

MARY SMITH

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

Membership Expires: 8/8/2028

OR

Sample with Center Name



**Early Care Professional
ALLIANCE**

CHILDREN FIRST CHILD CARE

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

Membership Expires: 8/8/2028



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: 8/8/2025 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, 2025

To Whom It May Concern:

Member ID: 123456

Mary Smith is a member of Early Care Professional Alliance. Membership is **valid from 8/8/2025 to 8/8/2026**.

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



7/25/2025

To Whom It May Concern,

This letter is to confirm that **Angela Walker** is a social worker in good standing with the Center for Home Visiting.

Based on her current caseload of **five families with children under the age of 5 years old** and with whom she has conducted regularly scheduled home visits, I verify that Ms. Walker has been **an active home visitor since 2015 working at least 80 hours within the past year.**

Please feel free to contact our office if you require any additional information.

A handwritten signature in black ink, appearing to read "Linda Brown", is positioned above the typed name and title.

Linda Brown
Vice President

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COUNCIL
for
PROFESSIONAL
RECOGNITION



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