

# My CDA Credential Checklist

## BEFORE YOU APPLY

- Purchase a CDA Competency Standards book.
- Complete 120 hours of online professional training covering the eight CDA Subject Areas with ProSolutions Training.

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## WITHIN 3 YEARS OF SUBMITTING APPLICATION

- Worked 480 hours with children whose ages are specific to the setting for which I am applying for my CDA Credential.

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## WITHIN 6 MONTHS OF SUBMITTING APPLICATION

- Prepare your CDA Professional Portfolio including a cover sheet.
- Completed the Summary of My CDA Education cover sheet and assembled transcripts, certificates, and or letters.
- Distributed and collected Family Questionnaires, completed Family Questionnaires Summary sheet.
- Reflected on the feedback received from the Family Questionnaires and wrote Areas of Strength and Areas for Professional Growth.
- Wrote Reflective Statements of Competence.
- Gathered all of the items for my Resource Collection.
- Wrote a Professional Philosophy Statement.
- Selected my Professional Development Specialist and confirmed availability.

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## APPLY

- Apply online and save \$75 for your CDA Credential using the YourCDA online application system.

