



CDA CREDENTIAL



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INTRODUCTION



The Child Development Associate (CDA) Credential™ is the most widely recognized credential in early childhood education (ECE) and a key stepping stone on the path of ECE career advancement. The CDA is based on a core set of competency standards that guide early care professionals as they work toward becoming qualified teachers of young children.

When you earn a CDA, you know how to put the CDA Competency Standards into practice and you have an understanding of why those standards help children move with success from one developmental stage to another. Put simply, you know how to nurture the emotional, physical, intellectual, and social development of children.

Over 370,000 educators have received their CDA to date!

Obtaining a CDA is a big commitment, but one that creates confident practitioners with a command of today's best practices for teaching young children.



ELEGIBILITY REQUIREMENTS



- A minimum of a high school diploma/GED or current enrollment in a high school career/ technical program.
- 480 clock-hours of experience working with children within three years of beginning your application.
 - If you are working in a family child care home or a child care center setting full-time (40 hours/week), this equates to three months of employment.
 - You can also gain this experience by volunteering in a child care setting.
- 120 hours of training in eight subject areas.



APPLICATION PROCESS



Once you have determined your eligibility and completed the required coursework, you are ready to apply. You can apply for a CDA in one of the following areas:



INFANT/TODDLER:

This age group is defined as children ages birth to 3 years. Your work experience must include experience with each of the three infant/toddler sub-groups: young infants (birth-8 months), mobile infants (9-17 months), and toddlers (18-36 months).



PRESCHOOL:

This age group is defined as children ages 3 through 5 years.



HOME-BASED:

Family home CDA candidates must work with children ages birth through 5 years.

APPLICATION PROCESS (CONTINUED)

Purchase the CDA Competency Standards Book from the Council for Professional Recognition in your area of expertise. This book will provide you with all of the steps required to prepare for the application process, including:



PREPARATION OF THE PROFESSIONAL PORTFOLIO

A collection of resources

REFLECTIVE STATEMENTS OF COMPETENCE

Using, at key points, the resources you collected

PROFESSIONAL PHILOSOPHY STATEMENT

A summary of your viewpoint; takes into account learning that occurred when preparing the Professional Portfolio

FAMILY QUESTIONNAIRES

Distributed to the families whose children have been in your care; the questionnaire highlights areas of strength as well as areas of growth.

The next step is to submit your application, with the assessment fee to the Council, which can be done either online or on paper. During the application process, you will choose a CDA Professional Development (PD) Specialist using the Council's online directory or by finding a PD Specialist on your own.



EARNING YOUR CREDENTIAL



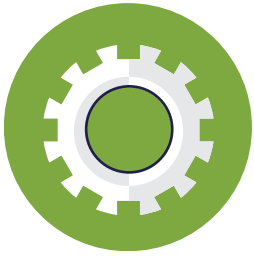
Once your application is accepted and you become a candidate, your knowledge and competencies will be determined using two factors:

THE CDA CREDENTIAL EXAM

You will take this exam at a time of your convenience at a local Pearson VUE testing center in your area. The online exam consists of 65 multiple-choice questions. Five of the questions are pictures with scenarios and a multiple-choice question. You will have one hour and 45 minutes to complete the exam. Your score will be sent directly to the Council for Professional Recognition.

THE VERIFICATION VISIT

Structured around the R.O.R. Model™, the Verification Visit is designed by the Council with the help and guidance of PD Specialists. It will be conducted by a CDA Professional Development (PD) Specialist.



BENEFITS OF THE PROSOLUTIONS TRAINING CDA COURSEWORK

Having a CDA credential opens up numerous opportunities, but often it can be difficult for a working professional to find the time to take classes.

At ProSolutions Training, we provide you with the most economical online alternative for the formal early childhood education portion of your journey to the CDA. You'll get all the coursework you need to apply, and so much more:



FLEXIBILITY

The courses are available 24/7, and you can take them in any order at your own pace.

FREE RESOURCES

Each individual course you complete includes resource materials, from helpful book lists to practical ideas you can employ in your classroom.

CDA® GOLD STANDARD TRAINING CERTIFICATION

ProSolutions Training is a proud partner of the Council for Professional Recognition and was awarded the CDA® Gold Standard Training Certification. The certification demonstrates to ECE students that our early childhood education training adheres to the Council's three industry-leading principles:

1. Alignment with the CDA formal education coursework found in the CDA's eight subject areas
2. Sound business policies and practice
3. Quality student services that meet their educational and professional needs



GET STARTED

STILL HAVE QUESTIONS? CONTACT US TODAY!

ProSolutionsTraining.com



Head Start staff can use ProSolutions Training CDA coursework to meet Head Start Training requirements.

Special support from ProSolutions Training that you won't find from other online courses, helping you maximize the value of your training:

A Review Course at the end of each subject area will help you take away the key elements from that subject area.

Advice about the CDA Competency Goals and Resource Collection requirements.

Access to two additional courses, *Your Journey to the CDA Credential: Let's Get Started!* And *Creating a Dynamite Professional Portfolio!*, which review the requirements for a CDA credential and provide practical advice on how you should put together your own application.



BENEFITS OF THE CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL™

- Advance your career
- Meet job requirements
- Reinforce your commitment to early childhood education
- Understand developmentally appropriate practice
- Increase your confidence



ProSolutions Training offers the necessary 120-hour coursework to help you earn and maintain your CDA Credential from the Council for Professional Recognition.

We also offer a CDA renewal package if you already have your CDA. Visit our website for more information at:

[ProSolutionsTraining.com](https://www.prosolutionstraining.com)



LET'S REVIEW THE PROCESS

1 What you need before you apply



Anytime before you apply:

- Have a minimum of a high school diploma/GED or enrolled in a high school career and technical program.
- Complete 120 hours of professional development in eight subject areas as defined by the Council for Professional Recognition.

Within three years of applying:

- Complete 480 hours of early care and education work experience.

Within six months of applying:

- Put together your Professional Portfolio (PP).
- Have your families complete the Family Questionnaire (FQ).

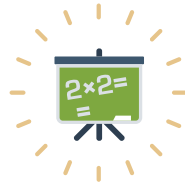
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Apply for your CDA Credential



- Identify your Professional Development Specialist.
- Submit your finished CDA application, including the assessment fee. (You can submit online or by mail).
- Receive notification from the Council that your application is complete and it is time to schedule an appointment with your Professional Development Specialist.

LET'S REVIEW THE PROCESS (CONTINUED)



3

Demonstrate your abilities, knowledge and experience

Within six months of receiving notification, and in any order:

- Schedule your Verification Visit.
- Schedule and take your CDA Exam.

4

And, earn your CDA!

- Your Professional Development Specialist will send Verification Visit Scores to the Council.
- Pearson VUE will send your exam score to the Council.
- The Council will award your Credential or deny it and let you know what steps you can take to try again.

“The CDA represents expert consensus about what early educators should know and be able to do. It plays a significant role across the spectrum of early childhood settings in the United States, from employer-sponsored child care to federal government – funded entities.”

– Valora Washington, PhD, CEO, Council for Professional Recognition, cdacouncil.org



ABOUT

Carla S. Rogg, MSW, is Founding Principal and President of Care Solutions, Inc. (CSI) and its professional development division, ProSolutions Training. With an extensive background in business and education, Rogg assists leaders in improving employee retention and business performance. She advocates values-based corporate cultures that care about employee growth. She holds a master's degree from Columbia University and a bachelor's degree from Texas A&M University. ProSolutions Training offers more than 100 online courses in human services and early care education.



1117 Perimeter Center West, STE W300
Atlanta, GA 30338
770.642.6939 | 800.939.9694

