

CDA CREDENTIAL TIMELINE

6 Easy Steps to Earning Your CDA

1 ANY TIME BEFORE YOU APPLY

- Earn a high school diploma, GED or be enrolled as a junior or senior in a high school career and technical program in early childhood education.
- Complete 120 hours of formal early childhood education training with ProSolutions Training, covering the growth and development of children ages 0 to 36 months, with no fewer than 10 training hours in each of the CDA subject areas.

3 WITHIN 3 YEARS OF SUBMITTING APPLICATION

- Obtain 480 hours of professional work experience in a center-based setting with children ages 0-36 months.

5 DEMONSTRATE

- Once you receive your Ready to Schedule notification from the Council, you are ready to schedule your CDA Verification Visit and CDA Exam.

6 EARN

- Scores are electronically submitted to the Council by the CDA PD Specialist and Pearson Vue testing center.
- A Council committee will review the results of your assessment and render a decision whether to award you the CDA Credential.
- If your credential is awarded, the official Child Development Associate® credential will be mailed to you.
- If the committee decides you need more training, the Council will let you know the next steps to take to earn the Credential.



2 WITHIN 6 MONTHS OF SUBMITTING APPLICATION

- Prepare your CDA Professional Portfolio - You are required to put together a collection of reference materials related to your work. Please follow the detailed instructions in your Competency Standards book to prepare your CDA Professional Portfolio.
- Find a CDA Professional Development (PD) Specialist

4 APPLY

- Apply online and save \$75 for your CDA Credential using the YourCDA online application system or complete a paper application provided in the Infant-Toddler CDA Competency Standards Book.
- The non-refundable / non-transferable application fee must be submitted with your application. Make sure to secure the funds before you submit your application.
- Once your CDA application has been reviewed and accepted you will receive a Ready to Schedule notification from the Council.

A graphic of a smartphone with a dark teal border and a light orange screen. The screen displays the text "GET YOUR 120 HOURS ONLINE WITH PROSOLUTIONS TRAINING" in a dark teal, sans-serif font. The phone is set against a large, light orange circular background.

GET YOUR 120
HOURS ONLINE
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GO TO GETYOURCDA.COM