

What is a CDA Credential?

The Child Development Associate credential (CDA) is a national credential awarded by the **Council for Professional Recognition** to individuals who have successfully completed the CDA assessment process. Obtaining a CDA credential impacts children's learning and supports families. Earning the CDA Credential has many advantages, including motivating early caregivers toward continuing educations and providing a platform for professional and career opportunities.



Financial Support

The CASY Child Care Resource and Referral program is funded by a project of Indiana Association For Child Care Resource and Referral and the Indiana Family Social Services Administration. CASY is also a United Way agency. Through this funding educational trainings required to complete the 120 clock hours needed for a CDA are offered to you at minimal or no cost. The CASY Self Paced CDA Introduction Course and previous education evaluation and development of a personalized training plan is only \$50. The CDA Assessment Observation and training verification letter (completed near the end of the CDA Self Paced Process) is \$50. T.E.A.C.H. Assessment Scholarship may be available to help pay the CDA Council's direct assessment fee. (See step 6)



CDA Renewal

CDA credentials must be renewed within three years of the date the CDA credential was awarded. CDA renewal requires 4.5 Continuing Education Units (CEUs) or a three college credit course (in early education). CASY offers ongoing trainings and distance learning lessons that qualify for CDA renewal. Contact the CDA council to order a CDA Renewal packet at www.cdacouncil.org or by calling 800-424-4310.

CDA

Child Development
Associate Credential

Step-by-Step Self Paced
CDA Process

help from:

supporting early education and quality child care



CASY

Community Alliance and Services
for Young Children

1101 S 13th St.
Terre Haute, IN 47802
(812) 232-3952 or (800) 886-3952
www.casonline.org

7 Steps Toward Earning Your CDA Credential

Step 1

Become Familiar With The CDA Credential

- Candidates seeking to apply for the CDA credential must meet the following eligibility requirements:
 - ✓ Must be 18 years of age or older
 - ✓ Hold high school diploma or GED
 - ✓ Have 480 hours of experience working with young children within the last five years
 - ✓ Fulfill all requirements stated in the CDA application packet
- Visit the **Council for Professional Recognition** Web site at www.cdacouncil.org

Step 2

Purchase an Application Packet

- Order a CDA application packet from the **Council for Professional Recognition** (choose a CDA Credential type: Center-Based Preschool, Center-Based Infant/Toddler, Family Child Care). Call **800-424-4310** or visit www.cdacouncil.org. Cost \$18 to CDA Council.

Step 3

Attend CASY Self Paced CDA Intro Course

- The cost for Intro class which includes an education evaluation and personalized professional development plan is \$50.
- CASY will work with individuals interested in obtaining their CDA by evaluating your individual prior child care education (formal or nonformal) including workshops and trainings you have already attended through CASY! We will assist you identify how many clock hours of education you have already earned in the required CDA content areas. We will then assist you develop a personalized education plan to meet the clock hours you still need. Trainings that you need toward your 120 hours will be made available near you and can also be obtained by distance learning.

Step 3 (continued)

- Many of the trainings CASY offers toward your 120 required hours are provided free of charge or at a nominal fee. You will determine which trainings or distance learning sessions you should attend to complete your 120 hours at your own pace. If you have attended several trainings over the past 4 years, you may already have many of the training hours you need!
- Begin to prepare the Professional Resource File as stated in the CDA Assessment & Competency Standards Book that you ordered from the CDA Council. Professional Resource Development will be reviewed in the CASY Self Paced CDA Introduction Class.
- CASY Staff will be available to you for assistance throughout the process of obtaining your CDA.

Step 4

Complete Your Formal Education Requirement

- CDA candidates must document successful completion of 120 clock hours of formal child care education (within five years from date of applying). The 120 clock hours of education include no fewer than 10 hours in each of the following CDA subject areas:
 - CDA 1: Planning a safe, healthy environment to invite learning
 - CDA 2: Steps to advance children's physical and intellectual development
 - CDA 3: Positive ways to support children's social and emotional development
 - CDA 4: Strategies to establish productive relationships with families
 - CDA 5: Strategies to manage an effective program operation
 - CDA 6: Maintaining a commitment to professionalism
 - CDA 7: Observing and recording children's behavior
 - CDA 8: Principles of child development and learning
- Developmentally Appropriate Activity Journal– You will document examples of hands on activities for review.

CASY Can Help You Complete Your Formal CDA Education Requirements

CASY offers trainings throughout the year that meet the formal child care education training requirement needed to obtain a CDA Credential. CASY also offers one and two hour distance education lessons that are coded according to the CDA subject areas. (Refer to info in step 3)

Step 5

CDA Assessment Observation At Your Site

- Contact CASY staff to review your training documentation and Professional Resource File. CASY will provide you with a verification letter of completion of your training requirements for the CDA Council.
- Schedule a qualified CASY CDA Advisor to visit you on site and conduct an observation visit and review. CASY charges \$50 for the training verification letter and observation.

Step 6

Apply for T.E.A.C.H. Assessment Scholarship

- Contact Indiana Association for the Education of Young Children (IAEYC) at www.IAEYC.org to determine your eligibility and apply for a T.E.A.C.H. Assessment Scholarship. If you qualify, T.E.A.C.H. will help pay the CDA Council's \$325 Direct Assessment fee.

Step 7

Complete the CDA Direct Assessment Process

- Professionals who successfully complete the above steps undergo an assessment process from the CDA Council before being granted the CDA credential
- Distribute/collect Parent Opinion Questionnaires
- Review all documentation and professional resource file materials (use your *CDA Assessment System and Competency Standards book*)
- Complete & submit Direct Assessment application and verify all training requirements.
- The Council of Professional Recognition will contact you to arrange for the CDA Direct Assessment visit. *Find out about on-line assessment by visiting www.cdacouncil.org
- The Council will review the results and issue credentialing decisions based on competence in meeting the CDA Competency Goals and Functional Areas.