



11/3/2015

# CDA Credentialing Application Guidelines

Preschool Setting

ALABAMA STATE DEPARTMENT OF EDUCATION

**Child Development Association (CDA) Credentialing Application Guidelines**  
**National Credentialing Program for the Early Childhood Education High School Program**  
**and**  
**CDA Competency Standards for the**  
**Preschool Setting**

Purchase *The Child Development Associate National Credentialing Program and CDA Competency Standards for the Preschool Edition* book from the Council for Professional Recognition for each student pursuing the CDA credential at the cost of \$25.00/book <http://store.cdacouncil.org/cdaapplicationpackets.aspx>, the *Essential for Working with Young Children* Textbook for \$49.00, the Companion to Essentials Textbook – *The Essentials Workbook* for \$30.00, the Essentials Study Guide Bundle – Essentials Textbook & Workbook for \$74.00/package <http://store.cdacouncil.org/Essentials.aspx>, or you may purchase the CDA Value Package for Preschool that includes *Essentials for Working with Young Children* Textbook, *Essentials Workbook*, and *CDA Competency Standards* book at the cost of \$95.00/Package <http://store.cdacouncil.org/cda-val-pack-ps.aspx>.

## I. PREPARING

- The individual must have a valid high school diploma, GED, or enrolled in a high school career and technical Early Childhood Development program as a junior or senior
- Within three years of applying to take the CDA exam, the student must have completed the following hours:
  - Instructional Hours
    - 120 clock hours of professional early childhood education
      - 10 or more hours in each of the eight CDA Subject Areas
        1. Planning a safe and healthy learning environment
        2. Advancing children’s physical and intellectual development
        3. Supporting children’s social and emotional development
        4. Building productive relationships with families
        5. Managing an effective program
        6. Maintaining a commitment to professionalism
        7. Observing and recording children’s behavior
        8. Understanding principles of child development and learning
  - Work Experience/Laboratory Hours
    - Completed at least 480 hours of work experience working with children in age group setting of specific type of certification
      - Preschool Setting: Ages 3-5
- Within Six Months Before Applying
  - Complete the following for the Professional Portfolio (may be completed online):
    - CDA Professional Portfolio cover sheet
    - Summary of CDA Education cover sheet
    - Gathered training transcripts, certificates, and/or letters
    - Distributed and collected Family Questionnaires
    - Completed Family Questionnaires Summary sheet
    - Reflected on feedback received from the family questionnaires
      - Written areas of strength and area for professional growth in boxes A and B on the reflective dialogue worksheet
    - Written six reflective statements of competence
    - Gathered all items for the resource collection
    - Written Professional Philosophy Statement

## II. APPLYING

- Select a CDA Professional Development Specialist from the community <http://www.cdacouncil.org/cda-pd-specialists/welcome-pd-specialists/find-a-pd-specialist-directory> and obtain her or his
  - Contact information
    - Name
    - Phone number
    - Email
  - Professional Development Specialist Identification Number
- Center/Program Director complete the directors permission statement for the Verification Visit
  - **Verification visits will only take place in a center/program that is licensed or meets state requirements**
- Submit the CDA application online at <http://www.cdacouncil.org/yourcda> to the Council and pay the assessment fee of \$425.00
- Received ready to schedule notification from the council
  - If applying online, the notification will come from [cdaready@cdacouncil.org](mailto:cdaready@cdacouncil.org)
  - Address should be added to your Email address book

## III. DEMONSTRATE YOUR COMPETENCE

- Schedule the verification visit
- Provide professional portfolio and competency standards book for verification visit
- Provide original First Aid/Pediatric CPR
- Schedule CDA Exam
- Provide address of the Pearson VUE testing center
  - Scheduling with Pearson VUE
    - Online: Go to <http://www.pearsonvue.com/cdaexam/>
    - By phone: 866-507-5627 (8:00 a.m. to 8:00 p.m. EST M-F)
- Day of exam you must provide a valid photo ID that includes your signature

## IV. EARN YOUR CDA CREDENTIAL

- Pass CDA verification visit and exam
- Scores are electronically submitted to the Council by the CDA PD Specialist and Pearson VUE testing center.
- The Council reviews the results of the assessment and renders a decision to award or not to award a CDA Credential. If awarded, the CDA Credential is mailed to recipient. If committee decides more training is needed, the Council will inform recipient of the next steps to earn the CDA Credential.

## V. RENEW YOUR CDA CREDENTIAL

- Within three years from the date listed on the credential/certificate

Sources:

*The Child Development Associate National Credentialing Program and CDA Competency Standards for the Infant and Toddler Edition or Preschool Edition* book from the Council for Professional Recognition 2013.

Websites: <http://store.cdacouncil.org/cdaapplicationpackets.aspx>; <http://store.cdacouncil.org/Essentials.aspx>; <http://store.cdacouncil.org/cda-val-pack-ps.aspx>; <http://www.cdacouncil.org/cda-pd-specialists/welcome-pd-specialists/find-a-pd-specialist-directory>; <http://www.cdacouncil.org/yourcda>; [cdaready@cdacouncil.org](mailto:cdaready@cdacouncil.org); <http://www.pearsonvue.com/cdaexam/>; <http://www.cdacouncil.org/credentials/apply-for-cda/preschool> 2015