

Information from the Council about the CDA Advisor

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The following information applies to Advisors for Candidates seeking the Center-based or Family Child Care Credential. For Home Visitor Candidates, Visit the Council's website.

Advisor role...The Candidate chooses an early childhood professional, an Advisor, to collect information about the Candidate's work with young children and families. The Advisor observes the Candidate working as lead teacher with young children in an eligible setting, and records their consistent performance using the *CDA Assessment Observation Instrument*. The purpose of the formal observation is to provide evidence of the Candidate's actual hands-on skill working with children. (See "CDA Assessment System" for an overview of the Candidate performance items to be rated.)

The *Application Packet* contains a *CDA Assessment Observation Instrument* book that provides detailed instructions for conducting the observation(s). Completing ratings in all 13 Functional Areas may take one visit or several visits. Observations may be written up to 6 months prior to the time Candidates submit the *Direct Application Form* to the Council. The Advisor places the completed observation instrument in a sealed envelope and gives it to the Candidate to take to the Verification Visit.

Advisor Registry...The Council for Professional Recognition operates the Advisor Registry to help CDA Candidates identify and select individuals to serve as their Advisors. Upon request, the Council will provide a Candidate with a list of registered Advisors in her/his state. The list constitutes referrals, not recommendations. The Candidate is responsible for contacting, interviewing, and making a final decision about selecting his/her Advisor.

Qualified Advisors' names, addresses and telephone numbers remain on the Advisor Registry for a specified period. The Council notifies registered Advisors concerning renewal before the expiration date. Advisors are responsible for notifying the Council of changes in addresses and telephone numbers. The Council reserves the right to remove names from the Registry.

Individuals interested in being listed on the Advisor Registry must meet the eligibility requirements (listed below), have an approved waiver, or complete a [Waiver Request Form](#). Interested persons may request the [Advisor Registry Consent Form](#) from the Council at the address given below or may download the [Advisor Registry General Information Packet](#). Completed forms should be accompanied with a copy of a current resume and submitted to the Council for Professional Recognition at:

2460 16th Street, NW
Washington, DC 20009-3575

Preparing to observe...In addition to the observation instructions included in the *Application Packet*, Advisors are encouraged to view and practice recording observations and ratings using the following Video, http://www.cdacouncil.org/CDA_ADV.htm. "How to Use the New CDA Observation Instrument" highlights key points to assist the Advisor in completing the Observation Instrument. This video also includes six observation segments. These segments present ideas about the Candidate's consistent behavior that should occur for the numbered items.

CDA Observation Instrument...The Council also offers Advisor Training sessions in conjunction with early childhood conferences. Scheduled training sessions are listed in the "CDA Training Calendar", located in the CDA Resources section of this website.

Advisor eligibility requirements...To qualify as a CDA Advisor, a professional must meet the following eligibility requirements and provide verification on the Candidate's Application Form:

A. PERSONAL

Affirm their ability to relate to people of various racial, ethnic, & socio-economic backgrounds.

Be knowledgeable about local, state, and national requirements, standards, and guidelines for child care programs serving children ages birth through 5 years.

Be familiar with the center where the Candidate will be observed and the needs of families and children in the community.

B. EDUCATION AND EXPERIENCE

The Advisor must meet all of the requirements in one of the three combinations of education and experience outlined in sections 1, 2, or 3 below:

Option 1...Bachelor's degree plus 2 years experience

B.A., B.S., or advanced degree in early childhood education/child development or home economics/child development, from an accredited college or university. Must include 12 semester hours covering children ages birth through 5 years.

Two years of experience in a child care setting serving ages birth through 5 years, including:

- **One (1) year** working directly with children in the same age range as the children in Candidate's classroom as a caregiver, teacher, child life worker, social worker, or similar role; and
- **One (1) year** of responsibility for the professional growth of another adult.

Option 2...Associate's degree plus 4 years experience

Associate level (two-year) degree in early childhood education/child development or home economics/child development, from an accredited college or university. Must include 12 semester hours covering children ages birth through 5 years.

Four years of experience in a child care setting in a program serving children ages birth through five years, including:

- **Two (2) years** working directly with children in the same age range as the children in Candidate's classroom as a caregiver, teacher, child life worker, social worker, or similar role; and
- **Two (2) years** of responsibility for the professional growth of another adult.

Option 3...Active CDA, plus 12 college credits, plus 6 years experience

An active CDA Credential plus twelve semester hours of study in early childhood education or child development at an accredited college or university covering children ages birth through five years.

Six years of experience in a child care setting serving children ages birth through five years, including:

- **Four (4) years** working directly with children in the same age range as the children in Candidate's classroom as a caregiver, teacher, child life worker, social worker, or similar role; and
- **Two (2) years** of responsibility for the professional growth of another adult.

C. BILINGUAL SPECIALIZATION

See the Council's website for specific information relating to this.

D. CONFLICT OF INTEREST

To promote objectivity and credibility, an individual serving as an Advisor:

- May not work as co-teacher with the Candidate on a daily basis in the same room or group.
- May not be a relative of a child in the Candidate's care at any time during the assessment process.
- May not be related by blood, marriage, or other legal relationship to the Candidate.

E. WAIVERS

The Council will consider waiving certain education and training requirements, if an individual provides a written explanation and documentation of alternative formal and informal training related to early childhood/child development and experience in early childhood teacher preparation.