

Applying for a CDA

Before Applying:

- Complete 120 training hours
 - Training hours can date back five years from the day you apply for your CDA.
- Purchase the CDA Application Packet from the Council
 - http://www.cdacouncil.org/CDA_OBT.htm#a3
- Complete 480 hours of documented experience with children
 - Experience can date back 5 years from the day you apply for your CDA
 - Experience hours must be in the setting you are applying for (Infant/Toddler, Preschool, Family Child Care)
- Complete your Professional Resource File
 - Autobiography
 - Competency Statement (6)
 - Resource Collection (17 items)
- Distribute and collect Parent Opinion Questionnaires
 - Questionnaires must be returned in a SEALED envelope
 - Questionnaires cannot be over 6 months old at the time of the application
- Have an Assessment Advisor observe you and complete the CDA Assessment
 - Observation must be returned in a SEALED envelope
 - Observation cannot be over 6 months old at the time of application

Applying for your CDA

- Mail the following items in to the CDA Council
 - Application
 - Proof of training hours
 - Make COPIES of all the certificates
 - Proof of experience
 - A letter from your supervisor written on letterhead that states you meet the 480 hours of required experience. Or a copy of your registration certificate for family child care homes.
 - Check/money order for \$325.00
 - T.E.A.C.H. will pay 85% of this fee (\$276.25)! Ask me how!

Validation Visit from the CDA Council

- At this visit you will complete the written and oral examinations
- Bring the following items to the visit:
 - Professional Resource
 - Parent Questionnaires
 - CDA Assessment Observation
 - Valid photo ID
 - Original CPR/First Aid cards
 - A 2nd copy of the Autobiography you already have in your Professional Resource File

CDA Education Requirements

A total of 120 clock hours. Training must be acquired within previous five year period of application.

Content Area #1:

Planning a safe, healthy learning environment

(Examples: Safety, first aid, nutrition, health, materials, learning centers)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Content Area #2:

Advancement of Physical & Intellectual Development

(Examples: Gross motor, fine motor, language, discovery, art, music)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Content Area #3:

Positive ways to support children's social and emotional development
(Examples: Self-esteem, independence, self-control, discipline, guidance)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Content Area #4:

Strategies to establish productive relationships with families
(Examples: Parent involvement, conferences, communicating with families)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Content Area #5:

Strategies to manage an effective program

(Examples: planning, record keeping, schedules, relations with coworkers)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Content Area #6:

Maintaining a commitment to professionalism

(Examples: advocacy, ethics, trends in the field)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Content Area #7:

Observing and recording children's behavior

(Examples: tools/methods for documenting and assessing development)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Content Area #8:

Principles of child growth and development

(Examples: DAP, norms, cultural influences, special needs)

Date	Topic	Sponsor	Hours

Total Hours: Must meet a minimum of 10 hours

Total Hours by Content Area:

CDA Content Area	Total # of Hours
CDA Content Area 1	
CDA Content Area 2	
CDA Content Area 3	
CDA Content Area 4	
CDA Content Area 5	
CDA Content Area 6	
CDA Content Area 7	
CDA Content Area 8	

Total # of hours*	
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*** Must equal or exceed 120 hours**