

# The Child Development Associate® (CDA) National Credentialing Program Renewal Procedures Guide



## Infant-Toddler Edition

This Guide Book contains complete instructions for CDA Renewal





**The Child Development Associate® (CDA)  
National Credentialing Program  
Renewal Procedures Guide  
Infant-Toddler Edition**

**COUNCIL**  
*for*  
PROFESSIONAL  
RECOGNITION

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Visit the Council's Website at **[www.cdacouncil.org](http://www.cdacouncil.org)**.

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Renewal Procedures Guide - Infant-Toddler Edition

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# Table of Contents

<b>Before You Renew</b> .....	<b>1</b>
1. When should you start preparing for CDA renewal? .....	1
2. When do I apply for CDA renewal? .....	1
<b>Prepare to Renew Your CDA</b> .....	<b>2</b>
1. Attend continuing education or training courses .....	2
Education Requirements .....	2
a. What are Continuing Education Units? .....	2
b. What is a 3 Credit- hour course?.....	2
c. What are clock hours? .....	2
d. What are clock hours? .....	2
The Council accepts three (3) forms of verification of coursework specific to the Infant-Toddler setting .....	3
2. Choose an ECE professional to write your recommendation .....	4
3. Achieve First Aid and Infant/Child (Pediatric) CPR certification .....	4
4. Work with young children .....	5
5. Join or renew your membership in a national or local early childhood professional organization.....	5
<b>Apply &amp; Demonstrate</b> .....	<b>6</b>
1. Apply Online.....	6
Online Renewal Tips.....	6
The Council’s Online Renewal Process .....	6
Online Payment.....	7
2. Apply on Paper .....	7
<b>CDA Renewal Checklist</b> .....	<b>9</b>
<b>CDA Renewal Application</b> .....	<b>10</b>



# Table of Contents (continued)

## Information for the Early Childhood Education (ECE) Reviewer .....13

Writing the Recommendation..... 14

## Infant-Toddler ECE Reviewer Eligibility Requirements .....15

Education and Experience..... 15

Conflict of Interest..... 16

CDA Competency Standards At-A-Glance..... 17

## Recommendation Form .....19

## Frequently Asked Questions .....21

## Appendices .....25

A. Training Verification Form - Completed by Center/Program Director or other  
Authorized Staff ..... 27

B. Training Agency Letter Template ..... 29

C. Sample College Transcript ..... 31





## Before You Renew

### When should I begin preparing for CDA renewal?

You can begin preparing for your CDA renewal as soon as you earn your CDA Credential. You should be preparing for your renewal well in advance of your application submission date.

### When do I apply for CDA renewal?

Check to see when your current credential expires.

- Your CDA is valid for three years from the award date (See note below)

You can apply for CDA renewal six months before your credential expires. Please remember to complete the five preparatory steps outlined on pages 2-6, before you begin the application process.

**Please Note: CDA Credentials** with an award and renewal date on or after July 1, 2013 are valid for three years from the date of award. This means you must renew your CDA Credential before it expires in order to remain an active CDA, **no exceptions or extensions**. If your CDA Credential expires, you will have to reapply as a new/first-time CDA Candidate. With an active email address you can receive notices to let you know ahead of time before your CDA Credential expires.

#### Before you can renew your CDA, you will need to complete five steps, check each box as you complete them:

- Attend continuing education or training courses in the Infant-Toddler setting (ages birth-36 months)
- Choose an early childhood education (ECE) professional to write your recommendation
- Achieve First Aid and Infant/Child (Pediatric) CPR certification
- Work with young children in the Infant-Toddler setting (ages birth-36 months)
- Join or renew your membership in a national or local early childhood professional organization

**Please Note:** All of the above items should be completed before applying for CDA renewal.

# Prepare to Renew Your CDA

## 1. Attend continuing education or training courses

### Education Requirements

In order to renew your CDA Credential you must provide documented proof of early childhood/child development training. You can gain additional education through participation in a wide variety of training courses available in the field, including training from in-service workshops and association-sponsored events that offer continuing education units, course credit or clock hours. **You should not re-take the exact same courses you studied when applying for your original credential.** To meet the minimum requirements for CDA renewal, you may choose one of the following types of training for the Infant-Toddler setting (children ages birth-36 months):

- 4.5 Continuing Education Units (CEUs)
- One 3 credit-hour course (College Credit)
- 45 clock hours of training in early childhood development

CEUs and college credit coursework may be obtained at career and technical community colleges, (2-year and 4-year colleges) and universities. Many other organizations also offer CEUs. CEUs and/or college credits may be earned from a single training agency/institution or a combination of agencies/institutions.

#### a. What are continuing education units (CEUs)?

CEUs are educational units of measure that equal 10 clock/training hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Therefore: 4.5 CEUs = 45 clock/training hours of instruction. Learn more here: [www.cdacouncil.org/renewal](http://www.cdacouncil.org/renewal).

#### b. What is a 3 credit-hour course?

A 3 credit-hour course is a semester-long class at an accredited 2- or 4-year College or University.

#### c. What are clock hours?

A clock hour is equivalent to 60 minutes (1 hour). Therefore: 45 clock hours of training instruction = 4.5 CEUs or a 3 credit-hour course.

**Please keep in mind:**

All professional education hours must be awarded by an agency or organization with expertise in early childhood teacher preparation. Education may be completed through a wide variety of training organizations, including two and four year colleges, private training organizations, vocational technical schools, resource and referral agencies and early childhood education programs that sponsor training (such as Head Start and the U.S. Military).

You may accumulate the hours from a single training agency or from a combination of programs. Agencies or organizations may provide verification of your education in the form of a college or university transcript, official certificate, or a letter on the agency's official letterhead. In-service hours are acceptable.

The Council for Professional Recognition requires that Candidates submit one document to verify their professional education training:

- All coursework must have been completed since you obtained your previous CDA Credential (**training attended before your previous CDA may not be used to meet the renewal requirement**).
- **For CDAs with a Infant-Toddler credential**, All coursework must be in early childhood education and/or child development for ages birth to 36 months.

**The Council accepts three (3) forms of verification of coursework specific to the Infant-Toddler setting:**

- a. College or University transcript (Transcript must include the college or university's name and the renewal Candidate's name. In addition, the course must reflect successful completion.)
- b. Verification letter on the training agency's official letterhead, which includes original signature, title and contact information of person verifying training.
- c. *Training Verification Form* (official form included in this packet) - This form should be used by CDA Candidates with training certificates and/or training obtained from multiple sources.

**Please Note:** All training is subject to audit at any time of the CDA Renewal, which means the Council may request all training documentation at any time.

## 2. Choose an ECE professional to write your recommendation

You will need to choose an ECE Professional to serve as your ECE Reviewer. Choose someone you know who meets the experience and education requirements included in the *Information for the Early Childhood Education Reviewer*.

This person must have current (within the past year) knowledge of your skills and abilities working with young children in the Infant-Toddler setting (ages birth-36 months).

The ECE Reviewer can be an education coordinator, a co-worker, a center director, or a member of an early childhood organization to which you belong.

In addition, the ECE Reviewer must be an individual with training in early childhood education or child development and have direct experience with programs for young children and their families.

Please refer to the *Information for the Early Childhood Education Reviewer* section of this guide for a complete list of eligibility requirements.

**Please Note:** To apply online, you will need to have your ECE Reviewer's email address.

## 3. Achieve First Aid and Infant/Child (Pediatric) CPR certification

**You will need to provide proof of valid and current certificate(s) and/or card(s) of completion from both:** a) Any First Aid course and b) An Infant/Child (Pediatric) CPR course.

Courses must be offered by a nationally recognized training organization (such as the American Red Cross or the American Heart Association). The Council will accept training provided through smaller training agencies. However, documentation of training must include the following to be accepted:

- Training agency's name
- Training agency's official seal or logo and/or mailing address
- Renewal Candidate's name
- Issue date and expiration date ("or valid for" timeframe)
- Instructor's Signature
- Instructor's certification number

**Please Note: Online training and training provided by an individual consultant is not acceptable.**

## 4. Work with young children

Within one year prior to your renewal, you must have worked a minimum of 80 hours with children in the Infant-Toddler (ages birth-36 months) setting.

If your employment does not include 80 hours during the past year, there are other ways to meet the requirement. For example, you could visit and volunteer in an early childhood setting to participate in a special project, organize and implement a family-oriented event, or sponsor a hands-on activity or field trip with children . You may show proof of this type of work (volunteer or paid) to your ECE Reviewer who will verify your 80 hours of service.

A valid CDA Credential indicates you have maintained your competence in educating and caring for young children in the Infant-Toddler setting (ages birth-36 months). Therefore, it is necessary to maintain a current relationship with young children, even if you no longer work directly with them.

## 5. Join or renew your membership in a national or local early childhood professional organization

You need to be a current member of a national or local **early childhood** professional organization. Your membership must be active/current at the time the Council receives your renewal information. This may be an **individual or agency** membership.

The field of early childhood education includes an abundance of organizations that support the professional development of early childhood educators and promote improvements in services to young children. ECE professionals become members of these associations to help them grow professionally, stay current on early childhood issues, and participate in group efforts to promote positive change.

If your organization does not provide a membership card, you may submit their letter thanking you for becoming a member. We will also accept proof of payment receipt of your membership.

**Please Note:** The Council does not accept the following types of early childhood organization membership to fulfill the renewal requirements:

- State Registry organization membership
- Parent Teacher Association (PTA) membership
- Magazine subscription membership

For more information, the Council has a list of ECE membership associations that you may join on our website, here: [www.cdacouncil.org/ece-organizations](http://www.cdacouncil.org/ece-organizations).

## Apply and Demonstrate

### 1. Apply Online

Once you have prepared for your renewal, you can submit your application and payment online using the **YourCDA** online application system.

To get started follow these 3 easy steps:

1. Register for a YourCDA online account here: [www.cdacouncil.org/yourcda](http://www.cdacouncil.org/yourcda). In the YourCDA Login box, click “New User Registration” (Note: Make sure to select “Yes” when asked, “Have you ever applied for a CDA Credential?”)
2. You will receive a confirmation email, use the username and temporary password to login to YourCDA. You will be prompted to change your password.
3. Follow the instructions online to complete your application and submit your payment. Note: You will be asked to upload using YourCDA the renewal documents verifying that you have met all renewal requirements.

**Please Note:** The ECE Reviewer email address is required to complete the online renewal process. You will be prompted by the online application system to send your ECE Reviewer a recommendation request. The ECE Reviewer will send the electronic recommendation directly to the Council.

### Online Renewal Tips

#### What will I need in order to renew online?

- Internet access
- A valid email address
- Your ECE Reviewer’s email address
- Full payment of \$125 online renewal processing fee
- All required renewal documents, including training, choosing an early childhood professional to write your recommendation, first aid, infant/child (pediatric) CPR, work experience and membership in an early childhood professional organization.

### The Council’s Online Review Process

You will be asked to upload directly to YourCDA the documents verifying that you have met all renewal requirements, including professional education training, your early childhood reviewer’s email address, first aid, infant/child (pediatric) CPR, and membership in an early childhood professional organization. You will then be prompted to make the renewal payment. **Documents that are postal mailed, emailed, or faxed are not acceptable and will not be reviewed.**

## Online Payment

The Council offers several methods to pay online. The online processing fee is \$125, which you can pay by:

- Credit card
- Money order\*
- Personal check\*
- E-Check
- Voucher
- Payment authorization letter

\*If paying by money order or check you must mail-in your payment, along with the YourCDA cover letter.

## 2. Apply on Paper

If you need to renew using a paper application, you can do so by filling out the paper application enclosed in this *CDA Renewal Procedures Guide*.

Please note that with a paper application, you will need to send in the completed official ECE Reviewer *Recommendation Form* or a letter of recommendation from the ECE Reviewer (Please refer to page 19 in the ECE Reviewer section for details).

Along with your completed paper application, please collect the following documents and mail to the Council:

- Check, money order, or scholarship voucher for \$150 (If paying with a credit card, please complete the Section C on the application.)
- Training documentation
  - College or University transcript
  - Agency/training organization verification letter
  - *Training Verification Form*
- Your ECE Reviewer recommendation (Includes verification of 80 hours work experience with young children in the Infant-Toddler setting (ages birth-36 months))
- A copy of your First Aid certification and Infant/Child (Pediatric) CPR
- Proof of membership in an early childhood educational professional organization

### Tips about Paper (mail-in) Renewal

- Use the Checklist located on page 9 to ensure that all steps are followed for the paper renewal process
- Write clearly and legibly on the paper application





## CDA Renewal Checklist

Please feel free to use this handy checklist to keep track of your completed steps as you prepare and apply for your CDA renewal:

### Preparing for your CDA Renewal

- Complete professional education training courses or continuing education (4.5 CEUs, a 3 credit-hour course or 45 clock hours).
- Achieve First Aid and Infant/Child (Pediatric) CPR certification.
- Work with young children ages birth-36 months (80 hours minimum within the past year).
- Choose an ECE professional to write your recommendation.
- Join or renew your membership in a national or local ECE professional organization.

### Applying & Demonstrating for your CDA Renewal

- A.** Finalize your ECE Reviewer Recommendation.

**If applying online:** Ask your ECE Reviewer for his/her email address. You will be prompted by the online application system to send the ECE Reviewer recommendation request.

**If applying on paper:** Ask your ECE Reviewer to complete **Section D** of your *CDA Renewal Application* and the *Recommendation Form* on **page 19**. Your ECE Reviewer may also choose to type a letter of recommendation for you to attach with your renewal application. (Note: Please see the *Recommendation Form* in the Early Childhood Education Reviewer section for complete instructions.)

- B.** Make a copy and submit your professional education training documentation (transcript, letter or *Training Verification Form*)
- C.** Make a copy of your current First Aid and Infant/Child (Pediatric) CPR certification.
- D.** Make a copy of your proof of membership in a national or local ECE association.

**If applying online:** Once you have uploaded your documents to the YourCDA online application, submit the \$125 payment step of the online application process, this will transmit your application to the Council for review.

**If applying on paper:** Mail the above documents, A-D, along with your credit card information, check or money order for \$150, payable to the Council for Professional Recognition.

**\*\*All documents including payment (includes scholarships, vouchers, agency checks) should be mailed together.**

**MAIL TO: Council for Professional Recognition  
2460 16th Street NW  
Washington, DC 20009**



If you have selected to pay with credit card, please complete all of the fields below:

Select form of payment:  VISA  MASTERCARD  DISCOVER

Card Number:

EXP Date:   /   CVC Code:

Dollar Amount: \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**D. Early Childhood Education (ECE) Reviewer Information:**

(To be completed and signed by ECE Reviewer only. Please print legibly.)

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Title \_\_\_\_\_ Agency/Affiliation \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

**Please Read and Sign Below:**

“I testify that I have read the requirements of the CDA Renewal System and for Early Childhood Education Reviewers and have met all requirements, including current knowledge of CDA Renewal Candidate’s skills and abilities working with young children.”

\_\_\_\_\_  
Early Childhood Education Reviewer’s Signature

\_\_\_\_\_  
Date

(CONTINUE TO NEXT PAGE)

**E. Please Read and Acknowledge each statement below.**

I have completed **Section C** with my credit card information and authorized signature.

OR

I have completed **Section C** indicating my method of payment and have enclosed a check, money order or authorization letter from paying agency.

**Initial beside each statement and sign:**

\_\_\_\_\_ I testify that I have read the requirements of the CDA Renewal System and I have met all requirements.

\_\_\_\_\_ I understand that individuals convicted of a crime involving child abuse or neglect are not eligible to apply for or hold the CDA Credential.

\_\_\_\_\_ If I am awarded a CDA Renewal Credential and the right to use the title Child Development Associate and its abbreviation, CDA, in connection with my name, I agree to meet the standards of the Child Development Associate to the best of my ability, to conduct myself in a professional manner, and to abide by the NAEYC Code of Ethical Conduct.

\_\_\_\_\_ I testify that all answers to all questions on the application are true to the best of my knowledge.

Renewal Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(END)

# Information for the Early Childhood Education (ECE) Reviewer

## Includes:

Writing the Recommendation..... 14

### **Infant-Toddler ECE Reviewer**

**Eligibility Requirements ..... 15**

Education and Experience..... 15

Conflict of Interest ..... 16

CDA Competency Standards At-A-Glance ..... 17

**Recommendation Form ..... 19**



## Information for the Early Childhood Education Reviewer

This section of the guide book contains information you will need as an Early Childhood Education Reviewer, including:

1. A list of the requirements to serve as an Early Childhood Education Reviewer for CDA Renewal Candidates.
2. The CDA Competency Standards and 13 Functional Areas, to be used as you consider your recommendation and comments about the Child Development Associate® for whom you are preparing a recommendation.
3. A *Recommendation Form* for Candidates who will submit a paper application. (Note: Do not fill out this form if your Candidate is applying online.) The recommendation must include verification that the Candidate has at least 80 hours of work experience with young children ages birth to 36 months, all acquired within the past year.

### Writing the Recommendation

#### *Candidates Applying Online*

If the Candidate is applying online, you will need to provide the Candidate with your email address. The *Recommendation Form* will be sent to you via email. You will then access the Candidate's recommendation request and submit it directly into our online renewal system. You will receive a confirmation "pop-up" message upon successful submission of your recommendation.

Feel free to write your recommendation in advance as you will be able to upload it once you receive the recommendation request.

#### *Candidates Applying using a Paper Application*

Please complete the *Recommendation Form* on page 19 and give it to the Candidate.

# Infant-Toddler Early Childhood Education Reviewer's Eligibility Requirements

The Early Childhood Education Reviewer must meet the following eligibility requirements and provide verification on the Renewal Candidate's application form. The reviewer must meet all of the requirements in **one** of the three combinations of education and experience, outlined in Sections I, II, and III below.

## Education and Experience

### Section I

1. 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 college credits covering children ages birth to 5 years.
2. Two years of experience in a child care setting serving children ages birth to 5 years, including:
  - **One year** of working directly with **children in the same age range** as the children in Renewal Candidate's setting as a caregiver, teacher, child life worker, social worker, or similar role; and
  - **One year** of responsibility for the professional growth of another adult.

### Section II

1. Associate level (2-year) degree in early childhood education/child development or home economics/child development from an accredited college or university. Must include 12 college credits covering children ages birth to 5 years.
2. Four years of experience in a child care setting in a program serving children ages birth to 5 years, including:
  - **Two years** of experience working directly with **children in the same age range** as the children in Renewal Candidate's setting as a caregiver, teacher, child life worker, social worker, or similar role; and
  - **Two years** of responsibility for the professional growth of another adult.

## Section III

1. A valid (indicating active status) National CDA Credential.
2. Twelve college credits or 180 hours of training in early childhood education or child development at an accredited college or university, covering children ages birth to 5 years.
3. Six years of experience in a child care setting serving children ages birth to 5 years, including:
  - **Four years** working directly with children in the same age range as the children in Renewal Candidate's setting as a caregiver, teacher, child life worker, social worker, or similar role; and
  - **Two years** of responsibility for the professional growth of another adult.

## Conflict of Interest

To promote objectivity and credibility, an individual serving as the CDA Renewal Candidate's Early Childhood Education Reviewer:

1. Must not be working as a co-teacher with the Renewal Candidate on a daily basis in the same room or group.
2. Must not be the relative of a child in the Renewal Candidate's care at any time during the renewal process.
3. Must not be related by blood or marriage or other legal relationship to the Renewal Candidate.

**Please Note:** ECE Reviewers must meet all eligibility requirements.



# Infant-Toddler CDA Competency Standards At-A-Glance

Competency Standard	Functional Area	Definitions
<b>I. To establish and maintain a safe, healthy learning environment</b>	<b>1. Safe</b>	Candidate provides a safe environment and teaches children safe practices to prevent and reduce injuries.
	<b>2. Healthy</b>	Candidate provides an environment that promotes health and prevents illness, and teaches children about good nutrition and practices that promote wellness.
	<b>3. Learning Environment</b>	Candidate organizes and uses relationships, the physical space, materials, daily schedule, and routines to create a secure, interesting, and enjoyable environment that promotes engagement, play, exploration, and learning of all children including children with special needs.
<b>II. To advance physical and intellectual competence</b>	<b>4. Physical</b>	Candidate uses a variety of developmentally appropriate equipment, learning experiences and teaching strategies to promote the physical development (fine motor and gross motor) of all children.
	<b>5. Cognitive</b>	Candidate uses a variety of developmentally appropriate learning experiences and teaching strategies to promote curiosity, reasoning, and problem solving and to lay the foundation for all later learning. Candidate implements curriculum that promotes children's learning of important mathematics, science, technology, social studies and other content goals.
	<b>6. Communication</b>	Candidate uses a variety of developmentally appropriate learning experiences and teaching strategies to promote children's language and early literacy learning, and help them communicate their thoughts and feelings verbally and non-verbally. Candidate helps dual-language learners make progress in understanding and speaking both English and their home language.
	<b>7. Creative</b>	Candidate uses a variety of developmentally appropriate learning experiences and teaching strategies for children to explore music, movement, and the visual arts, and to develop and express their individual creative abilities.
<b>III. To support social and emotional development and to provide positive guidance</b>	<b>8. Self</b>	Candidate develops a warm, positive, supportive, and responsive relationship with each child, and helps each child learn about and take pride in his or her individual and cultural identity.
	<b>9. Social</b>	Candidate helps each child function effectively in the group, learn to express feelings, acquire social skills, and make friends, and promotes mutual respect among children and adults.
	<b>10. Guidance</b>	Candidate provides a supportive environment and uses effective strategies to promote children's self-regulation and support acceptable behaviors, and effectively intervenes for children with persistent challenging behaviors.
<b>IV. To establish positive and productive relationships with families</b>	<b>11. Families</b>	Candidate establishes a positive, responsive, and cooperative relationship with each child's family, engages in two-way communication with families, encourages their involvement in the program, and supports the child's relationship with his or her family.
<b>V. To ensure a well-run, purposeful program that is responsive to participant needs</b>	<b>12. Program Management</b>	Candidate is a manager who uses observation, documentation, and planning to support children's development and learning and to ensure effective operation of the classroom or group. The Candidate is a competent organizer, planner, record keeper, communicator, and a cooperative co-worker.
<b>VI. To maintain a commitment to professionalism</b>	<b>13. Professionalism</b>	Candidate makes decisions based on knowledge of research-based early childhood practices, promotes high-quality in child care services, and takes advantage of opportunities to improve knowledge and competence, both for personal and professional growth and for the benefit of children and families.





# Recommendation Form

**To Be Completed by the Early Childhood Education Reviewer**

\*Please print/type legibly and be sure to retain a photocopy for your records.

Renewal Candidate's Name: \_\_\_\_\_

Last four digits of the Renewal Candidate's Social Security Number: \_\_\_\_\_

\_\_\_\_\_ I verify that the Candidate has at least 80 hours of work experience with young children ages birth to 36 months in a center-based Infant-Toddler setting, all acquired within the past year (Please Initial).

There are two options to complete the CDA Renewal Recommendation:

**Option 1:** In the space provided below please describe this CDA's performance with children in relation to the six CDA Competency Goals and 13 CDA Functional Areas, as outlined in the Competency Standards included in this booklet. Return completed form to Renewal Candidate.

**Option 2:** Provide a letter of recommendation for the Renewal Candidate to attach with their renewal application. If you choose to type a letter of recommendation, it must include the date completed, the name of the Renewal Candidate, the last four digits of the Renewal Candidate's social security number, your full name and signature, AND verification that the Renewal CDA Candidate has at least 80 hours of work experience with young children ages birth to 36 months, all acquired within the past year.

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ECE Reviewer's Name: \_\_\_\_\_

ECE Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Frequently Asked Questions

## BEFORE YOU RENEW

1. **How long is my CDA Credential valid for?** The CDA Credential is valid for a period of three years.
2. **Why did the renewal policy change from five years to three?** After doing a study of industry standards for credential and certification renewals, the Council concluded three years is an efficient amount of time to reevaluate the continued professional development and performance of early educators. The early care and education profession is very delicate and it is imperative for early educators to stay up to date with the latest theories, research/studies, appropriate practices and latest trends in the early childhood education field. The continuous professional development of CDA Credential holders is a must to ensure the quality of care and education provided to our nation's youngest children.
3. **Where can I obtain training?** The Council for Professional Recognition does not provide training nor do we specifically endorse any training program or CDA curriculum. It is entirely the Candidate's responsibility to evaluate and select a training organization, agency or institution to complete their training. We have provided a National Training Directory on our website of state-recognized, by their own admission, a list of U.S. colleges, universities and other post-secondary teacher preparation institutions to assist Candidates their search.

While formal education hours can be for credit or noncredit, they must be earned through an agency or organization with expertise in early childhood teacher preparation. The Council does not accept training provided by individual consultants.

4. **What are CEUs?** Continuing Education Units (CEUS) are units of education awarded for participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. CEUs are noncredit educational experiences. While the Council does not require agencies to receive approval from The International Association for Continuing Education Training (IACET), it is strongly recommended their training guidelines are followed when issuing CEU credits.

One Continuing Education Unit (CEU) is equal to ten (10) contact hours of study.

5. **What are clock hours and how do I earn them?** A clock hour is equivalent to 60 minutes (1 hour). You can gain clock hours by participating in a wide variety of training courses available in the field, including in-service workshops and association-sponsored events that offer continuing education units, course credit, or clock hours.
6. **What are credit hours?** Credit hours are semester long classes at an accredited 2- or 4-year college or university.

- 7. How can I ensure my training will be accepted by the Council?** All training must have been taken under the auspices of an early childhood training agency that has expertise in teacher preparation. Official documentation of the training must be provided in the form of a certificate, letter on official letterhead or a college transcript.

Training documentation should include the following: Training agency's name and address (seal/logo), Candidate's name, date of the training session(s), content area, number of hours successfully completed, and an authorized signature.

- 8. What is the Early Childhood Education (ECE) Reviewer?** The ECE Reviewer is an early childhood professional who meets the proper educational and work experience qualifications provided in the *CDA Renewal Procedures Guide*. To download the *CDA Renewal Procedures Guide* please visit our website [www.cdacouncil.org/renewal](http://www.cdacouncil.org/renewal).

## APPLYING FOR CDA RENEWAL

- 1. What is the process to renew your CDA Credential?** Please visit the following link with a detailed description of the CDA renewal process: [www.cdacouncil.org/renewal](http://www.cdacouncil.org/renewal).
- 2. I have more than one CDA Credential, can I renew online?** Unfortunately, our online system will only allow you to renew the first CDA Credential that you were awarded. Your second CDA Credential will have to be renewed by submitting a paper application. For example, if you received a center-based Preschool CDA Credential on June 1, 2012 and received a center-based Infant and Toddler CDA Credential on October 1, 2012 you will only be able to renew your center-based Preschool CDA Credential online.
- 3. I have more than one CDA Credential, do I have to send in two separate applications?** Yes, because documentation must be specific to the credential type. Candidates renewing more than one CDA Credential must submit a separate paper application per credential type. Each application must be accompanied by the renewal processing fee.
- 4. I have more than one CDA Credential, can I renew them at the same time?** You may submit a renewal application as early as six months prior to the expiration of your CDA Credential. If you have two or more CDA Credentials that expire within the same six month timeframe, yes you can renew both CDA Credentials at the same time.
- 5. I no longer work in the setting of my CDA Credential, can I renew in a different setting?** You can only renew in the setting of the CDA Credential for which you were awarded, renewing in a different setting is not permitted. If you are working in a different setting other than the one for which you received your CDA Credential, and would like to obtain a second credential in that new setting, you must apply for an initial CDA Credential.

6. **I would like to renew in a different setting than my CDA Credential, what do I need to do?** You can only renew in the setting of the CDA Credential for which you were awarded, renewing in a different setting is not permitted. If you would like to obtain a second credential in a different setting, you must apply for an initial CDA Credential in the new setting.
7. **How do I find an Early Childhood Education Reviewer?** The ECE Reviewer should be someone you know who meets the eligibility requirements provided in the *CDA Renewal Procedures Guide* and has knowledge of your work with children. Your ECE reviewer can be your Director, Education Specialist or even a teacher that works in another classroom.
8. **How can I submit my renewal documentation?** If you are applying online you must upload your renewal documents directly to your application.

If you applying by mail you must mail all of your documents along with your application and renewal fee.

## AFTER YOU APPLY FOR RENEWAL

1. **How long does it take to process the renewal application?** There is no set timeframe for the Council to process CDA Renewal applications, as there are a number of factors that may delay the process. Generally, once a Candidate has successfully submitted their renewal application, if the information is accurate and free of errors or missing information the credentialing decision may take 2-4 weeks. However, this greatly depends on the volume of applications we have at the time your application is received.

If you are applying online, you will be able to log into the YourCDA online application system to check your status at any time. Please allow a minimum of 2-4 weeks from the time your documents are submitted for a credentialing decision.

If you are applying by mail, please allow a minimum of 4-6 weeks from the time your application is mailed for a credentialing decision.

2. **Will I be notified when it is time to renew my CDA Credential?** The Council will send a courtesy email reminder when it is time to renew your CDA credential. However, this email is a courtesy and is not guaranteed, nor should it be the sole reminder for renewing your CDA Credential. To help ensure you do not miss these courtesy reminders, please make sure the Council always has your current email on file.
3. **Can I get a refund on the renewal assessment fee?** The renewal fee is a processing fee. Once you have submitted payment, the fee cannot be refunded.





# APPENDIX

## Includes:

A. Training Verification Form - Completed by Center/Program Director or other Authorized Staff .....	27
B. Training Agency Letter Template .....	29
C. Sample College Transcript .....	31







# CDA Renewal Candidate Training Verification Form

**To Be Completed by the Center/Program Director or other Authorized Staff**

**Use this form only:** If the CDA Renewal Candidate has certificates as proof of training or received training from multiple sources. **\*Please print/type legibly and be sure to retain a photocopy for your records.**

Renewal Candidate's Name: \_\_\_\_\_

Renewal Candidate's Credential Type: \_\_\_\_\_

Candidate's Current Position: \_\_\_\_\_

I, \_\_\_\_\_ (Authorized Staff), verify that I have reviewed the above named Renewal Candidate's training record and have verified all of the following:

Training was in the form of:  3 college credits,  4.5 CEUS, or  45 clock hours

Training documentation is either in the form of a college transcript, official certificates, or a letter on letterhead from the training agency. All training documentation contained the training agency name, agency official seal/logo, Candidate Name, Training Topic, credits/hours/CEUS awarded, Date of Training, and Official Signature.

Training was taken **after** the issue date on the Candidate's most current credential (not to exceed five years).

Training was in Early Childhood Education and/or Child Development and was **specific to the age range of the Candidate's original credential endorsement.**

I verify that I am the authorized person identified or named in this form and I attest to the accuracy of the above Statements. I understand that the Council will conduct random audits and may contact me regarding the contents of this form.

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

*The Council reserves the right to request training documentation be submitted directly to the Council.*



# OFFICIAL LETTERHEAD

Includes training agency seal/logo

Address

Phone number

Date:

To Whom It May Concern:

This is to verify that **(Insert Renewal Candidate's First and Last Name)** has received **(Insert number of hours or CEUs)** of early childhood training through our agency. The training was specific to **(Insert age group)**. Training was taken from **(Insert date range)**.

Sincerely,

**(Must include official signature)**

John Doe  
Instructor



SMITH DOE Jane  
 1234 Street Address  
 City, State 55555



**NORTHERN**  
 Oklahoma College  
 TONKAWA | ENID | STILLWATER

SSN: 555-55-5555  
 Gender: Female  
 Birth Date: 01-JAN-XXXX

Print date: 17-Jun-15

Page 1 of 1

Course	Description	Grade	Hours	Points	Course	Description	Grade	Hours	Points
Spring Semester 2015									
CD 1023	Intr/Early Child Edu A		3.00	12.00					
	Attempt		Earned	Points		Divisor		GPA	
Sem Undergrad	3.00	3.00	12.00		3.00	4.00			
Ret/Graduation	3.00	3.00	12.00		3.00	4.00			
Cum Undergrad	3.00	3.00	12.00		3.00	4.00			
Summer Semester 2015									
CD 2043	Child/Fam in Society**	In Progress	**						
	Attempt		Earned	Points		Divisor		GPA	
Sem Undergrad	0.00	0.00	0.00		0.00	0.00			
Ret/Graduation	3.00	3.00	12.00		3.00	4.00			
Cum Undergrad	3.00	3.00	12.00		3.00	4.00			
NOC Graduation	3.00	3.00	12.00		3.00	4.00			
** END OF TRANSCRIPT **									

RECEIVED  
 AUG 06 2015  
 By \_\_\_\_\_

Rick Edgington, Ed.D.  
 Registrar

TO VERIFY: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE

THE WORDS "NORTHERN OKLAHOMA COLLEGE" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

THE COLLEGE NAME APPEARS IN WHITE PRINT ACROSS THE FACE OF THIS RECORD

APPENDIX

COUNCIL  
*for*  
PROFESSIONAL  
RECOGNITION

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2460 16th Street NW, Washington, DC 20009  
(800) 424- 4310 | [www.cdacouncil.org](http://www.cdacouncil.org)