



# The Child Development Associate® National Credentialing Program **Renewal Procedures Guide**

## Preschool, Infant-Toddler and Family Child Care Settings



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**Preschool, Infant-Toddler and  
Family Child Care Settings**



Council for Professional Recognition  
2460 16th Street, NW, Washington, DC 20009-3547  
(800) 424-4310

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

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Renewal Procedures Guide - Preschool, Infant-Toddler and Family Child Care Settings

Available online for download

October 2019

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# Prepare to Renew Your CDA®

## Why Renew?

Keeping your Child Development Associate® (CDA) Credential™ current is an important step in continuing your professional development in your work with young children and their families. The early care and education profession encourages early educators to stay up to date with the theories, research/studies, appropriate practices and trends in the early childhood education field. The continuous professional development of CDA® Credential holders helps ensure the quality of care and education provided to our youngest children. The Council also requires CDA holders to renew their credential every three (3) years.

## When Should You Start Preparing for Your Renewal?

1. You should prepare for your renewal well in advance of your application submission date.
2. If you are renewing for the first time, you can begin preparing for your CDA® renewal as soon as you earn your CDA Credential.
3. If you have renewed before, you can begin gathering the requirements after the issue date of the credential that is expiring.

## When Can You Submit Your Renewal Application?

Your CDA® is valid for three (3) years from the award date so it is very important for you to renew your CDA Credential before it expires to remain an active CDA. The Council must **receive your application by the expiration date** to be accepted.

Unfortunately, there are **no exceptions or extensions**. If your CDA Credential expires, you will have to reapply to obtain a new credential.

- Candidates should submit their renewal application **on or before their expiration date**.
- Candidates can submit their renewal application **up to 6 months before their expiration date**.

Please be sure that the Council has your current email address on file so that you can receive reminders in advance before your CDA Credential expires.

If you have had a name change since your last credential was issued, please see page 10 for further details on how to update your name.

# Renewal Requirements

You must meet all of the following requirements:

<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Continued Professional Education</li><li>• Membership to a National or Local Early Childhood Professional Organization</li></ul>
<b>Continued Work With Children</b>	<ul style="list-style-type: none"><li>• Minimum 80 Hours Working with Young Children</li><li>• Recommendation From ECE Reviewer</li></ul>
<b>Safety</b>	<ul style="list-style-type: none"><li>• First Aid and Infant and Child CPR Certification</li></ul>

Each requirement is explained below along with specific information regarding acceptable forms of documentation.

## Professional Development

### Continued Professional Education

All professional education hours must be awarded by an agency or organization with expertise in early childhood teacher preparation. These can be classroom courses or online courses. Keep in mind:

- You will need to document completion of one of the following:
  - o 4.5 CEUs, or
  - o A three (3) credit hour college course from an accredited college or university, or
  - o 45 clock hours of training in Early Childhood Education and/or Child Development.
- All coursework/training must have been **completed after the issue date of your most current CDA Credential**.
- Courses/training attended before your previous CDA® will not be accepted to meet the educational requirement.
- Do not re-take the same courses/training you studied when applying for your original credential or for previous renewals

All renewal coursework/training must be **specific and relevant to your CDA Credential type**.



Credential Type	Training Requirement
Preschool	Training content must be <b>specific to Preschool age children</b> (3-5 years old) in a center based setting
Infant and Toddler	Training content must be <b>specific to Infants and Toddlers</b> (birth to 36 months) in a center based setting
Family Child Care	Training content must be <b>specific to children between the ages of birth to 5 years old</b> in a Family Child Care setting

*Training courses should be based on the eight CDA® Subject Areas*

### Documentation of training must be in the form of:

- *College or University transcript* which includes the college or university name, Renewal candidate's name, number of credits awarded, and reflects successful completion of the course.
- *Verification letter* on the training agency's official letterhead, which includes original signature, title and contact information for person verifying training. The letter must specify training is specific to the credential type being renewed.
- *Certificate of Completion* which includes training agency name and address, training agency seal/logo, Renewal Candidate's name, dates of training, content area, number of hours successfully completed, and an authorized signature.

**Note:** See appendix on page 16 for samples of acceptable documentation.

The Council does not accept the following types of training documentation:

- Training logs
- State registry printouts that have **not been** approved by the Council

**Note:** Training documentation will be reviewed by your Verifier.

### Membership in a national or local early childhood professional organization

You will need to show proof of current membership in an early childhood professional organization. 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.

- Membership must be current at time of submission of CDA® Renewal Application.
- Membership may be an individual or center membership

**The following forms of documentation are acceptable:**

- Membership card
- Certificate of membership
- Letter on membership organization's official letterhead
- Receipt of payment of membership fees

**Documentation of membership must include the following:**

- Membership agency's name
- Membership agency official seal or logo
- Renewal Candidate's name or Center Name
- Issue date and expiration date ("or valid for" timeframe)

***Note:** See appendix on page 16 for samples of acceptable documentation.*

**The Council does not accept the following types of memberships to fulfill the renewal requirement:**

- State Registry organization membership
- Parent Teacher Association (PTA) memberships
- Teachers' Union membership
- Magazine subscriptions membership

If a center membership is presented, the center name must be listed on the documentation. Membership cards issued in another staff person's name are not accepted as a center membership.

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



## Training and Membership Verification

Training and Membership documentation **should not** be submitted to the Council. Instead, you will need to select a Verifier to review your training and membership documentation. Select a staff person, within the center/program who has the authority to review your training record.

The Verifier can be an education coordinator, a center director, assistant director, or other authorized staff person. Your ECE Reviewer can also serve as your Verifier.

- To apply online, you will need to have your Verifier's email address. You will be prompted by the online application system to send your Verifier a Training and Membership Verification request. The Verifier submits the verification via a link sent in the request email.
- If applying with a paper application, the Verifier completes and signs Section E of the CDA® Renewal Application. No other documentation should be submitted.

### Conflicts of Interest:

The person that you select as your Verifier may not be related to you by blood, marriage, or other legal relationship and may not work in the same classroom as a co-teacher with you on a daily basis.

## Continued Work With Children

### Recommendation from an ECE Reviewer

Select an early childhood education professional to serve as your Early Childhood Education (ECE) Reviewer. This person must meet the experience and education requirements included in the *Information for the Early Childhood Education Reviewer* booklet.

The ECE Reviewer you select must have current (within the past year) **firsthand knowledge** of your skills and abilities working with children **in the setting of your original credential**. 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.

The recommendation verifies that you have worked at least 80 hours with children within the past year and is based on your performance with children in relation to the six CDA® Competency Goals and 13 Functional Areas.

## Recommendation and Verification of 80 Hours of Work Experience

A valid CDA® Credential indicates you have maintained your competence in educating and caring for young children. Therefore, it is necessary to maintain a current experience working with young children, even if you no longer work directly with them.

- **Within one year prior to submitting your renewal application**, you must have worked a minimum of 80 hours with children **in the setting of your original credential**.
- Your ECE Reviewer will verify your 80 hours of work experience as part of the recommendation process.
- To apply on line, you will need your ECE Reviewer's email address. You will be prompted by the online application system to send your ECE Reviewer a recommendation request. The ECE Reviewer submits their recommendation via a link sent to them in the recommendation request email.
- If applying with a paper application, your ECE Reviewer completes your recommendation by completing Section D of the CDA Renewal Application.
  - o A separate recommendation letter written by your ECE Reviewer may be submitted, however, Section D of the application must still be completed in its entirety.
  - o The 80 hours must be verified by the ECE reviewer, a separate letter verifying employment will not be accepted
- These hours may be volunteer or paid

Credential Type	Required Work Experience by Setting
Preschool	At least 80 hours working with children ages <b>three to five years old in a center based setting</b>
Infant and Toddler	At least 80 hours working with children ages <b>birth to thirty-six months in a center based setting</b>
Family Child Care	At least 80 hours working with children ages <b>birth to five years old in a family child care setting</b>

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, specific to your original credential type, 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.

## Safety

### First Aid and Infant and Child (Pediatric) CPR certification

You will need to submit proof of valid and current certification in **First Aid** and both **Infant and Child (Pediatric) CPR**. Certification must be current at time of submission of CDA® Renewal Application.

The Council accepts training offered by nationally recognized training organizations (such as the American Red Cross or the American Heart Association) as well as training provided through smaller training agencies. **Documentation of training must include the following to be accepted:**

- Training agency's name
- Training agency 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 certification number (not required if the instructor is an RN or paramedic)

If training is obtained through a nationally recognized training organization, the documentation submitted **MUST** follow the official documentation guidelines of the organization to be accepted.

The Council will accept the following forms of verification for First Aid and Infant and Child (Pediatric) CPR certification:

- Completion card
- Certificate of completion
- Letter on the training agency's official letterhead (see template letter provided)

All forms of documentation must verify **certification** in First Aid and Infant and Child CPR.

**Online training and training provided by an individual consultant is not accepted.**

***Note:** See appendix on page 16 for samples of acceptable documentation.*

# Apply for Your CDA Renewal

## A. Apply Online

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

To get started follow these 4 easy steps:

1. Create a **YourCouncil** profile here: [www.cdacouncil.org/yourcouncil](http://www.cdacouncil.org/yourcouncil). In order to create your Profile, you are required to provide a unique email address.
2. Create a username and password or login with your existing username and password.
3. Once logged into your account, select CDA® Renewal, click CREATE NEW CDA RENEWAL APPLICATION
4. Follow the online instructions to complete your application and submit your payment.

**Note:** *You will be asked to upload documentation of your First Aid and Infant and Child (Pediatric) CPR certification directly to your application.*

## Online Renewal Tips

### What will I need to renew online?

- A computer, tablet or smartphone with internet access
- A valid email address
- Your ECE Reviewer's email address
- Your Verifier's email address
- First Aid and Infant and Child (Pediatric) CPR documents scanned as a PDF or in JPG format
- Full payment of \$125 online renewal processing fee

## The Council's Online Renewal Process

Upload your documents directly to YourCouncil to verify that you have met all renewal requirements. Please do not mail, email or fax any documents to the Council, they will not be processed or returned.

### How do I pay online?

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

- Credit Card
- Telecheck
- Voucher
- Purchase Order

*Note: The renewal processing fee is non-refundable and non-transferable.*

## B. Apply on Paper

A paper application is enclosed in this CDA® Renewal Procedures Guide.

Mail the following to the Council:

- Completed and signed CDA Renewal Application, including
  - o Training and Membership Verification (Section E of the CDA Renewal Application)
  - o ECE Reviewer recommendation and verification of 80 hours of work experience (Section D of CDA Renewal Application)
- A copy of your First Aid and Infant and Child (Pediatric) CPR certification
- Check, money order, voucher or purchase order for \$150 (If paying with a credit card, please complete Section C on the application)

*Note: The renewal processing fee is non-refundable and non-transferable.*

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

Faxed or emailed copies will not be processed.

### Tips for applying via paper

- Make sure that all sections of the application are completed.
- Write clearly and legibly on the application.
- Submit **copies** of your First Aid and Infant and Child (Pediatric) CPR documentation, **originals will not be returned.**
- Completed application, payment, and a copy of your First Aid and CPR must be mailed together in one envelope. Do not mail application and payment separately.



# Name Change

If your name is now different than it appears on your current credential, you will need to submit official documentation of name change.

Acceptable forms of documentation:

- Marriage certificate
- Divorce decree
- Immigration and Naturalization Form (Petition for Name Change)

The Council does not accept the following documents as proof of name change:

- State issued ID
- Driver's license
- Social Security card

If you are submitting an online application, please click on the **CDA® NAME CHANGE** tab on the MENU bar in your Dashboard **BEFORE** starting the online application process. **Allow 2-3 business days for the request to be processed.** Once the request is processed you will be notified via email and will see the change reflected in your account. After your name has been changed, you can proceed with the application process.

If you are submitting a paper application, please submit official proof of name change with your application.

**All documents submitted must contain the same name as your CDA credential. Nicknames, use of middle name, etc., will delay processing.**

If a name change is requested after a credential has been mailed out, a \$15.00 fee will be charged to send a new certificate.





**To pay with credit card, complete all fields below:**

Select form of payment: ☐ VISA ☐ MASTERCARD ☐ DISCOVER

**Card Number:**

EXP Date:   /   CVC Code:

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

[illegible][illegible]

City:                      State:   Zip Code:

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

#### D. Recommendation and Verification of 80 Hours of Work Experience

(This section should to be completed and signed by the ECE Reviewer. This section is to verify that the Renewal Candidate has fulfilled the experience requirement and to recommend the Candidate for renewal. Please print legibly.)

Renewal Candidate's Name:

As the ECE Reviewer you agree to complete the recommendation and verify the Candidate's 80 hours of work experience with young children (specific to the credential type) within the past year. In order to complete the recommendation you must have current knowledge of the renewal Candidate's skills and abilities working with children as they relate to the six CDA Competency Standards and 13 CDA Functional Areas.

**The following three statements must be checked off by the ECE Reviewer to complete the recommendation:**

- ☐ I verify that the Candidate has at least 80 hours of work experience with young children in the age group and setting of the credential type being renewed, all acquired within the past year.
- ☐ I verify that I have firsthand knowledge of the Candidate's work with children and that the Candidate continues to implement the CDA Competency Standards and the 13 CDA Functional Areas in their daily work with children.
- ☐ I recommend the Candidate for renewal.

## ECE REVIEWER INFORMATION

**First Name:**

Last Name:

Title:

[illegible]

Email:

Primary Phone #:    -    -

## (Section D continued)

"I testify that I have read the requirements to serve as an Early Childhood Education Reviewer and meet all the requirements including having current knowledge of the CDA renewal Candidate's skills and abilities working with young children. In addition, I testify that I do not have any of the Conflicts of Interest, which make me ineligible to serve as a reviewer.

I verify that I am not related to the Candidate by blood, marriage, or other legal relationship, I do not work in the same classroom as a co-teacher with the Renewal Candidate on a daily basis, and I am not a relative of a child in the Renewal Candidate's care at any time during the renewal process."

---

Early Childhood Education Reviewer's Signature

Date

## E. Candidate Training and Membership Verification

Do not submit additional training documentation, as it will not be reviewed.

This section should to be completed by the Center Director, ECE Reviewer or other Authorized Staff Person. This section is to verify that the Renewal Candidate has fulfilled the CDA renewal training and membership requirements.

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

As the authorized staff person selected to complete this section, you agree to verify that the Candidate has fulfilled the training and membership requirements as outlined in the Renewal Procedures Guide. In order to complete this verification process, you will need to review the Candidate's training record and documentation, and view a current copy of membership documentation to a national or local early childhood professional organization.

**The following **five** statements must be checked off by the authorized staff person to complete the verification of training and membership:**

### TRAINING

- ☐ 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 working with the age group and setting of credential being renewed.

### MEMBERSHIP

- ☐ I have viewed the Renewal Candidate's documentation of current membership to a national or local early childhood professional organization. I have verified that the organization and documentation meets the Council's membership requirements.

**(Section E continued)**

**AUTHORIZED STAFF PERSON INFORMATION**

First Name:

Last Name:

Title:

Agency/Affiliation:

Email:

Primary Phone #:  -  -  Secondary Phone #:  -  -

I testify that I have read the training and membership sections of the Renewal Procedures Guide and I attest to the accuracy of the above Statements.

I verify that I am not related to the Candidate by blood, marriage, or other legal relationship and do not work in the same classroom as a co-teacher with the Renewal Candidate on a daily basis.

I understand that the Council will conduct random audits and may contact me or the Candidate regarding the contents of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Note: The Council reserves the right to request training and membership documentation be submitted directly to the Council.***

**F. Candidate Acknowledgement**

**Initial beside each statement and sign:**

- \_\_\_\_\_ I testify that I have read the CDA Renewal Procedures Guide and I meet 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: \_\_\_\_\_

**Submit completed application, \$150, and a copy of current First Aid and Infant and Child CPR via mail. Faxed or emailed applications will not be processed.**

(END)

# Completing the Training and Membership Verification

Renewal Candidates no longer submit training or membership documentation directly to the Council. Instead they will select a Verifier to review their documentation and verify that these two requirements have been met.

## Eligibility Requirements for a Verifier

Any staff person within the Center/Program who has the authority to review the Renewal Candidate's training record. The ECE Reviewer may also serve as the Verifier

This person cannot be related to the Candidate by blood, marriage, or other legal relationship, and cannot work in the same classroom as a co-teacher with the Renewal Candidate on a daily basis.

## Reviewing Training and Membership Documentation

All training must meet the Council's requirements both in content and documentation in order to be counted towards the training requirement. Please review the section Continued Professional Education in this guide as it contains detailed information on documentation requirements.

The Verifier must carefully review each certificate, letter, and/or transcript to ensure that each one meets the Council's criteria for acceptable documentation. If a document does not meet the Council's criteria, it should not be counted towards the training requirement

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

## Submitting the Training and Membership Verification

### Candidates Applying Online

If the Candidate is applying online, the Verifier will need to provide the Candidate with their email address. A Training and Membership Verification Request will be sent to the email address provided. The Verifier will submit the recommendation via a link contained in the email.

Please note: the system works best with a personal email like a Yahoo, Gmail, or Hotmail. If a work email is provided, make sure that the security settings on the computer being used will allow emails to be received from [info@yourcouncil.org](mailto:info@yourcouncil.org).

### Candidates Applying with a Paper Application

If applying using a paper application, the Verifier submits the Training and Membership Verification by completing Section E of the CDA® Renewal Application.

# APPENDIX

## Includes:

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**EARLY CHILDHOOD CONCEPTS, INC.**  
***Professional Development Training for  
Early Educators***

2460 16th Street, NW | Washington, DC 20009 | (800) 424-4310

August 8, 2018

To Whom It May Concern:

This is to verify that **Mary Smith** has received **45 hours** of early childhood training through our agency. The training was **specific to Infants and Toddlers**. The training was taken from **7/2/2018 to 8/2/2018**.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald R. Yard".

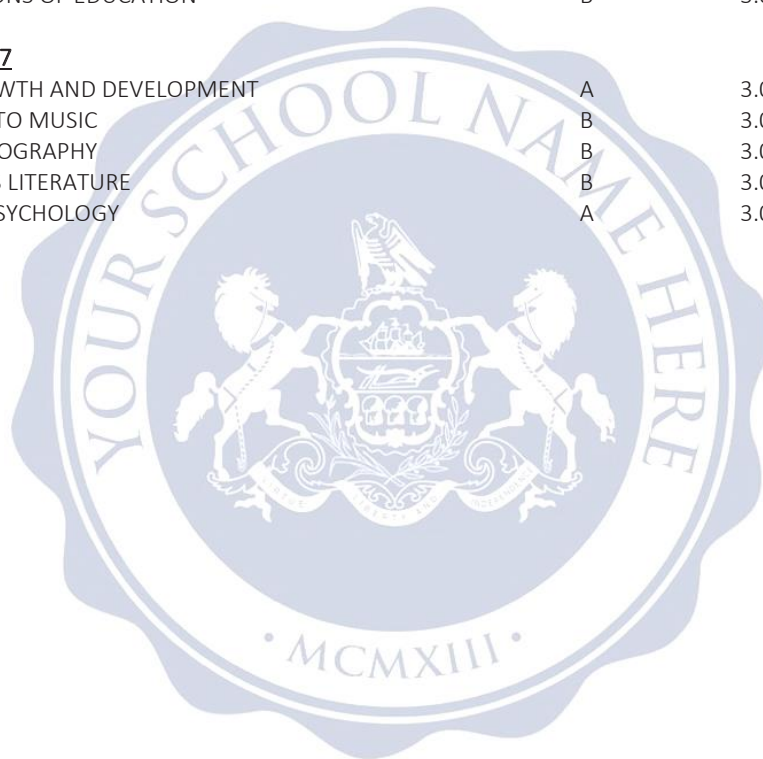
Gerald R. Yard  
Instructor



**SAMPLE STATE UNIVERSITY**  
1234 University Address Blvd, City, State 90000

**Student Name:** Mary Smith  
**Address:** 2460 16<sup>th</sup> Street, NW  
Washington, DC 200019  
**DOB:** DD-MM-YYYY  
**Student ID:** 123-45-6789

Course	Course Description	Grade	Credits	Points
<b><u>FALL 2016</u></b>				
BIO 101	INTRO TO BIOLOGY	B	3.0	9.0
ENLG 101	FRESHMAN COMPOSITION	A	3.0	12.0
MAT 100	PRECALCULUS	B	3.0	9.0
EDUC 101	FOUNDATIONS OF EDUCATION	B	3.0	9.0
<b><u>SPRING 2017</u></b>				
EDUC 110	CHILD GROWTH AND DEVELOPMENT	A	3.0	12.0
MUSC 102	LISTENING TO MUSIC	B	3.0	9.0
GEOG 130	GLOBAL GEOGRAPHY	B	3.0	9.0
CD 115	CHILDREN'S LITERATURE	B	3.0	9.0
PSYC 102	GENERAL PSYCHOLOGY	A	3.0	12.0



**Jane Johnson, Ed.D**  
Registrar

**CERTIFICATE**

*Of*

**PARTICIPATION**

**Candidate Name**

Has successfully completed the **5 hour** training presented by Early Childhood Concepts, Inc

**INFANT BRAIN DEVELOPMENT**

CDA SUBJECT AREA 8



Early Childhood Concepts, Inc.  
2460 16<sup>th</sup> Street, NW  
Washington, DC 20009

TRAINER

Official Signature

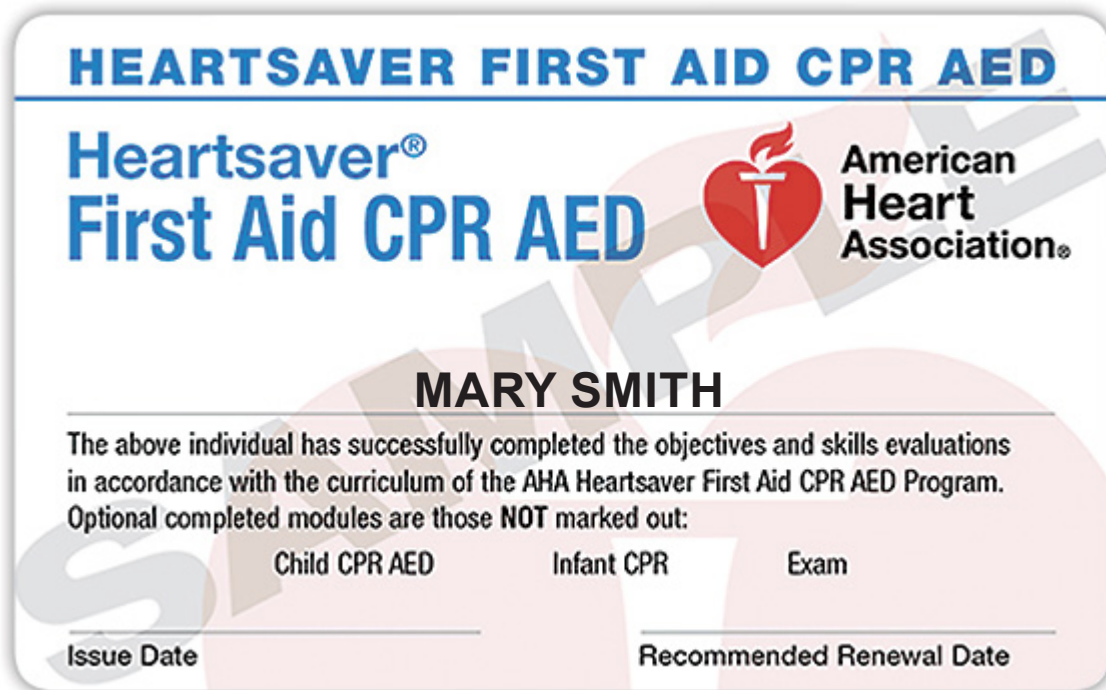
ON THIS DAY:

8/8/2018

## First Aid Documentation

### Example of One Card Documenting Both First Aid and Infant and Child (Pediatric) CPR

**Figure 1.** Child CPR and Infant CPR modules must “NOT be marked out” in order to fulfill the Infant and Child CPR requirement.



**Figure 2.** Adult, Child, an Infant is required to be marked in order to fulfill the Infant and Child CPR requirement.



## First Aid Documentation (Continued)

**Figure 3.** Under Optional Modules, Child CPR and Infant CPR must be listed to fulfill the requirement.

**HEARTSAVER**

**Heartsaver®  
First Aid  
CPR AED**

 **American  
Heart  
Association®**

**Mary Smith**

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heartsaver® First Aid CPR AED Program.

Optional modules completed:  
Child CPR, Infant CPR

<b>Issue Date</b>	<b>Recommended Renewal Date</b>
8/15/2018	8/15/2020
<b>Training Center Name</b>	<b>Instructor Name</b>
Save A Life LLC	Jane Johnson
<b>Training Center ID</b>	<b>Instructor ID</b>
DC12345	11145618458
<b>Training Center Address</b>	<b>eCard Code</b>
2460 16th Street, NW Washington, DC 20016	12345678912E
<b>Training Center Phone Number</b>	<b>QR Code</b>
202-265-9090	

To view or verify authenticity, students and employees should scan this QR code with their mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards).  
© 2016 American Heart Association. All rights reserved. 15-3002 3/16

## First Aid Documentation (Continued)

### Example of Two Certificates Documenting First Aid and Infant and Child (Pediatric) CPR

Figure 4. Certificate #1 documents First Aid only.



The image shows a sample certificate from the National Safety Council (NSC) for a First Aid Course. The certificate is for Jane Smith, who completed the course on 8/10/2018. The certificate includes the NSC logo, the course title 'NSC First Aid Course Adult & Pediatric', and the participant's name 'Jane Smith'. It also lists the completion and expiration dates, the training center 'ABC Training', the instructor 'Mary Jones', and the instructor number '1234567'. A security control number '876543' is also provided. The certificate states that Jane Smith has successfully completed the NSC First Aid Course. A footer box contains information about the NSC's mission and a link to their website for more courses.

 **NSC First Aid Course**  
**Adult & Pediatric**

Name: **Jane Smith** Security Control No. **876543**  
Address:  
Address: **2460 16th Street, NW**  
City, State, Zip: **Washington, DC 20016**

Course Completion Date: **8/10/2018** Training Center: **ABC Training**  
Expiration Date: **8/10/2020** Instructor Name: **Mary Jones**  
Instructor Number: **1234567**

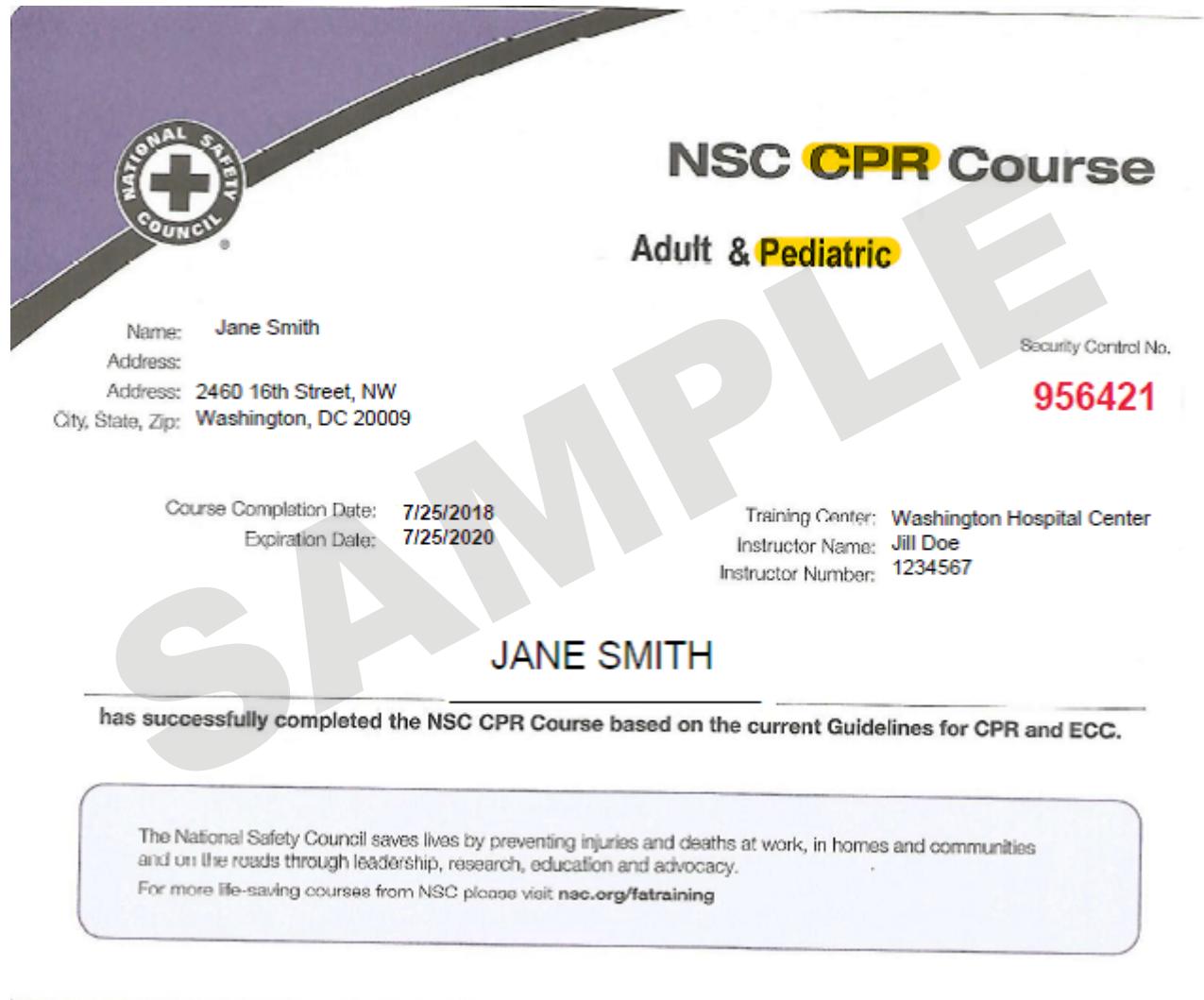
**Jane Smith**  
has successfully completed the NSC First Aid Course.

The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities and on the roads through leadership, research, education and advocacy.  
For more life-saving courses from NSC please visit [nsc.org/fatrainig](http://nsc.org/fatrainig)



## First Aid Documentation (Continued)

**Figure 5.** Certificate #2 documents Infant and Child (Pediatric) CPR. The CPR certificate must indicate “Infant and Child” or “Pediatric” to fulfill the requirement. If this certificate did not indicate “Pediatric” it would not fulfill the requirement.



The image shows a sample certificate from the National Safety Council (NSC) for a CPR course. The certificate is for Jane Smith, who completed the course on 7/25/2018. The course is titled "NSC CPR Course" and "Adult & Pediatric". The certificate includes the NSC logo, the participant's name, address, and contact information. It also lists the training center as Washington Hospital Center, the instructor as Jill Doe, and the instructor number as 1234567. The certificate is marked with a large "SAMPLE" watermark.

**NATIONAL SAFETY COUNCIL**

**NSC CPR Course**

**Adult & Pediatric**

Name: **Jane Smith**

Address: **2460 16th Street, NW**

City, State, Zip: **Washington, DC 20009**

Security Control No. **956421**

Course Completion Date: **7/25/2018**

Expiration Date: **7/25/2020**

Training Center: **Washington Hospital Center**

Instructor Name: **Jill Doe**

Instructor Number: **1234567**

**JANE SMITH**

has successfully completed the NSC CPR Course based on the current Guidelines for CPR and ECC.

The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities and on the roads through leadership, research, education and advocacy.

For more life-saving courses from NSC please visit [nsc.org/fatrainning](http://nsc.org/fatrainning)



## EMERGENCY SERVICES

August 15, 2018

To Whom It May Concern:

This letter is to verify that **MARY SMITH** has received training through our agency and is certified in **First Aid and Infant and Child CPR**.

Ms. Smith's **certification expires on 8/15/2020**.

Sincerely,

Misty Carlos

Instructor



911 Emergency Lane • Silver Spring, MD 20906 • (301) 777-7777 • FAX (301) 555-5555

## Sample with Candidate's Name



**Early Care Professional  
ALLIANCE**

**MARY SMITH**

is a member of the **Early Care Professional Alliance**

**Membership Expires: 8/8/2019**

**OR**

## Sample with Center Name



**Early Care Professional  
ALLIANCE**

**CHILDREN FIRST CHILD CARE**

is a member of the **Early Care Professional Alliance**

**Membership Expires: 8/8/2019**



# Early Care Professional ALLIANCE

123 Sample Street | Silver Spring, MD 20906

<b>Bill To:</b> Mary Smith 2460 16th Street NW Washington, DC 20009	<b>Recipient:</b> Mary Smith 2460 16th Street NW Washington, DC 20009	<b>Invoice #:</b> 000123456 <b>Invoice Date:</b> 8/8/2018 <b>Invoice Description:</b> Membership Fee
<b>YOUR ORDER DETAILS</b>		
<b>Description</b> Membership Fee	Subtotal:	\$30.00
	Tax:	\$0.00
	Shipping and Handling:	\$0.00
	<b>TOTAL DUE:</b>	<b>\$30.00</b>
	Payments:	\$30.00
	<b>BALANCE DUE:</b>	<b>\$0.00</b>



# Early Care Professional **ALLIANCE**

123 Sample Street | Silver Spring, MD 20906

August 8, 2018

To Whom It May Concern:

**Member ID: 123456**

**Mary Smith** is a member of Early Care Professional Alliance. Membership is **valid from 8/8/2018 to 8/8/2019**.

Early Care Professional Alliance is dedicated to supporting the professional development of early childhood educators and promoting improvements in services to young children.

Sincerely,

Bria Day  
Executive Director



2460 16th Street NW, Washington, DC 20009  
(202) 265-9090 | [www.cdacouncil.org](http://www.cdacouncil.org)