

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



## Home Visitor Edition

This Guide Book contains complete instructions for CDA Renewal

COUNCIL  
— for —  
PROFESSIONAL  
RECOGNITION



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

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## 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
- Choose an early childhood education (ECE) professional to write your recommendation
- Achieve First Aid and Infant/Child (Pediatric) CPR certification
- Work with families with young children (ages birth-5 years)
- 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 Home Visitor setting, work with families with young children (ages birth-5 years):

- 4.5 Continuing Education Units (CEUs)
- One 3 credit-hour course (College Credit)
- 45 clock hours of training adult learning

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 Home Visitor credential**, All coursework must be in family systems, adult learning, home visiting, case management, early education and/or child development, etc.

### The Council accepts three (3) forms of verification of coursework specific to the Home Visitor 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 families with young children (ages birth-5 years).

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 individual and family studies, early childhood education/child development, home economics/child development, nursing, human resource development, or social work and have direct experience in a home visiting program serving families with young children.

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

## 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 families with young children

Within one year prior to your renewal, you must have worked a minimum of 80 hours with families with young children (ages birth-5 years).

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 a home visitor setting to participate in a special project, organize and implement a family-oriented event, or sponsor a hands-on activity or field trip with the families and their 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 working with families with young children (ages birth-5 years). 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/adult education professional organization

You need to be a current member of a national or local **early childhood/adult education** 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/adult 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/adult education 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/adult education 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/adult education membership associations that you may join on our website, here: [www.cdacouncil.org/ece-organizations](http://www.cdacouncil.org/ece-organizations).



## Apply and Demonstrate

### Apply on Paper

Home Visitors may apply for renewal by completing the paper application enclosed in this *CDA Renewal Procedures Guide* on pages 10-12.

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 families with young children (ages birth-5 years))
- 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 families with young children ages birth-5 years (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.

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.

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:

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## 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. The recommendation must include verification that the Candidate has at least 80 hours of work experience with families with young children ages birth to 5 years, all acquired within the past year.

### Writing the Recommendation

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

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

# Home Visitor 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 family studies, child development and family life, individual and family studies, early childhood education/child development, home economics/child development, nursing, human resource development, or social work from an accredited college or university. Must include 12 college credits covering families and children aged birth through 5 years.
2. Two years of experience in a home visiting program serving families with children aged birth through 5 years, including:
  - **One year** working directly with parents and children in a home-based setting; and
  - **One year** of responsibility for the professional growth of another adult. If the Early Childhood Education Reviewer has not worked as a home visitor they must have had at least one year's experience working as a primary caregiver for a group of children 5 years old or younger.

### Section II

1. Associate level (2-year) degree in family studies, child development and family life, individual and family studies, early childhood education/child development, home economics/child development, nursing, human resource development, or social work from an accredited college or university. Must include 12 college credits covering families and children aged birth through 5 years.
2. Four years of experience in a home visiting program serving families with children aged birth through 5 years, including:
  - **Two years** working directly with parents and children in a home-based setting; and
  - **Two years** of responsibility for the professional growth of another adult.

If the Early Childhood Education Reviewer has not worked as a home visitor they must have had at least two years' experience working as a primary caregiver for a group of children 5 years old or younger, or a combined total of two years' experience working directly with parents and children in center-based and home-based settings.

## Section III

1. A valid (indicating active status) National CDA Credential.
2. Twelve college credits or 180 hours of training in family studies, child development and family life, individual and family studies, early childhood education/child development, home economics/child development, nursing, human resource development, or social work from an accredited college or university, covering families and children ages birth to 5 years.
3. Six years of experience in a home visitor program serving families with children ages birth to 5 years, including:
  - **Four years** working directly with parents and children in a home-based setting; and
  - **Two years** of responsibility for the professional growth of another adult.

If the Early Childhood Education Reviewer has not worked as a home visitor they must have had at least four years' experience working as a primary caregiver for a group of children 5 years old or younger, or a combined total of four years' experience working directly with parents and children in center-based and home-based settings.

## 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 with the same families as the Renewal Candidate on an ongoing basis.
2. Must not be a 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.

# Home Visitor 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: \_\_\_\_\_

\_\_\_\_\_ I verify that the Candidate has at least 80 hours of work experience with families with young children ages birth-5 years in a home-based Home Visitor 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, your full name and signature, AND verification that the Renewal CDA Candidate has at least 80 hours of work experience with families with young children ages birth to 5 years, 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.
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, no, The Home Visitor CDA Credential can only be renewed using a paper application. The Council is committed to updating this process and in the future plans to offer online applications for home visitors. Until then, please use the paper application included on pages 10-12 in this guide.
- 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?** Please mail all of your required 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 4-6 weeks. However, this greatly depends on the volume of applications we have at the time your application is received.
- 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 Director or other Authorized Staff Person**

**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 copy 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:

**Note: All four statements below must be selected in order to verify that the training reviewed meets the Council’s training requirements. If a statement is left unchecked, the form is considered incomplete.**

- 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’s 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.

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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