



# Steps to Earning Your CDA!



# Meet The Teacher

## Heeyy ECE Educators!

Thanks for downloading my product! I wanted to create resources for early childhood educators to guide them in their ECE journey!

**CHECK OUT MY WEBSITE:**

[www.princesseducator.com/](http://www.princesseducator.com/)



**Let Me See You Teach,**

*Ms. Alexis*



@PrincessEducator



info@princesseducator.com

# Step 1:

## Meet the Eligibility Requirements:

To be eligible for a CDA credential, you need to have a high school diploma or GED, be at least **18 years old** and have **480 hours of experience** working with children within the last five years.

### LET'S BREAK IT DOWN:

$$480 \div 8 \text{ hrs a day} = 60 \text{ working days}$$

$$60 \div 20 \text{ Days a month}$$

**=3 months**

# Step 2:

## Choose a Setting & Purchase your Book:

In which you want to specialize: infant/toddler, preschool, or family child care and home visitor.

**Order the CDA Competency Standards Book for \$28-\$30 from the CDA Council website.**



# CDA Candidates Requirements

Candidates applying for the CDA Credential must be observed working in a "setting" that meets the following:

**Candidates may be employed or volunteer in a childcare setting.**

## Preschool Candidates:

A Preschool Center-Based setting is a state-approved child development center where a CDA candidate can be observed working with a group of at **least 8 children, all of whom are ages 3 to 5 years.**

**In addition, the center-based program must have:**

- ☐ At least 10 children enrolled in the program enrolled in the center.
- ☐ At least 2 teachers working with children on a regular basis.

## Infant Toddler Candidates

Infant Toddler candidates can be observed working with a group of at **least 3 children between the ages of birth through 36 months.** A candidate may work with all subgroups or one subgroup.

**In addition, the center-based program must have:**

- ☐ At least 10 children enrolled in the program enrolled in the center.
- ☐ At least 2 teachers working with children on a regular basis.

## Candidates Must:

- **High School Diploma/GED**

You must have a valid High School diploma or GED. Candidates currently enrolled as a junior or senior in a high school or technical program in early childhood education are acceptable.

- **Literacy Skills**

Must be able to speak, read and write well enough in the language required at work, to fulfill the responsibilities of applying for the CDA.



# Step 3:

## Enroll & Complete a CDA Training course.

Complete the required child development training, which involves: safety, health, and nutrition training classes.

The training must include **120 clock hours** of formal education, which can be completed through a variety of options, including online courses, self-paced online courses, workshops, and college programs.



120 HOUR CDA TRAINING ONLINE



Depending on the format, the CDA Training cost will be around \$250–450.

Check your state and employer for CDA Scholarships to cover all or some costs.

## Step 4: Create an account with YourCouncil.

CLICK



## Step 5: Complete your CDA Portfolio!

While you are working on CDA Training, this can be a perfect time to start working on your CDA Portfolio, which may take a while to prepare.



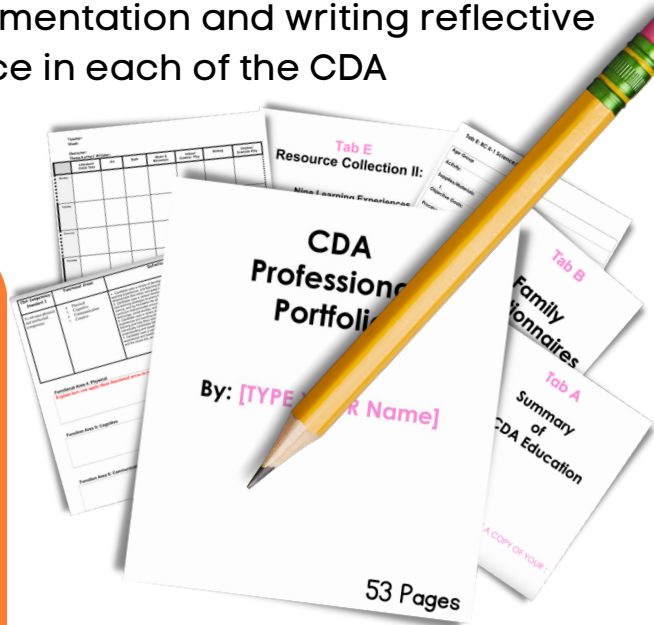
# Step 5:

## Preparing Your CDA Portfolio Consists of:

Prepare your CDA Portfolio by collecting documentation and writing reflective statements that demonstrate your competence in each of the CDA competency standards.

### Required Documentation

- "My CDA Professional Portfolio" Cover Sheet
- Summary Of My CDA Education and other transcripts/ certificates.
- Family Questionnaires
- Reflective Competency Statements I-VI
- Resource Collection Items
- Professional Philosophy Statment



# Step 6:

Submit the application and **\$425 assessment fee**. (Check your state's early learning department for CDA Scholarship Awards to cover expenses). Follow the requirements and submit the document forms requested.

a. Select your Professional Development Specialist (PDS) who is certified in your credential area and record their identification number on your application.

b. Email them to introduce yourself and set up a date and time for your observation.

### WRITE DOWN YOUR PD SPECIALIST INFO:

PDS Name: \_\_\_\_\_

PDS Identification Number: \_\_\_\_\_

Email: \_\_\_\_\_

PDS Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

B. Apply and wait for the approval.

C. Set up a scheduled Verification Visit with a PD specialist

(Alert your co-teachers/staff/ directors)

Verification Visit Date and Time: \_\_\_\_\_

**DON'T FORGET TO ALERT YOUR DIRECTOR AND COWORKERS AT LEAST 2 WEEKS BEFORE THE VERIFICATION VISIT DAY.**

# Day Before Verification Visit & Day Of

- Alert staff and director two weeks before, a week, and 2 days before visit and time.
- Print out and bring CDA Portfolio, and place it inside the binder.
- Bring CDA Book
- Follow state Child Care regulations and use previous training to run the classroom.
- Pretend nobody is watching!
- Be prepared to be watched for 4-8 hours and ask for a teacher's assistant.
- Have activities printed and ready the day before.

## Step 7:

Schedule CDA Competency Exam [www.pearsonvue.com/cdaexam](http://www.pearsonvue.com/cdaexam).

Location of exam: \_\_\_\_\_

Date and Time of Exam: \_\_\_\_\_

## Items You Need To Bring on Test Day:

- Valid Photo ID
- Sign the CDA Agreement and follow test-taking rules
- Leave your personal items and devices in your car or in a locker outside the testing room.

## Step 8:

# Congrats you passed!

You will receive an email from the CDA

Council in **5-10 Days** for your credential  
award.



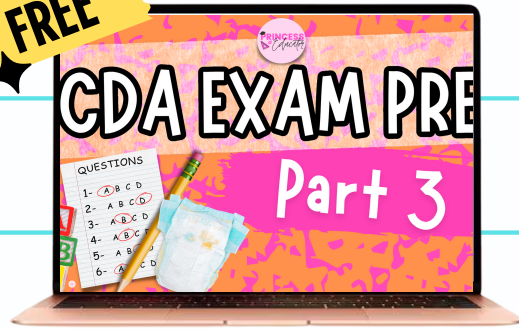
# Related Resources:

FREE

CDA EXAM PRE  
Part 3

QUESTIONS

- 1- A B C D
- 2- A B C D
- 3- A B C D
- 4- A B C D
- 5- A B C D
- 6- A B C D



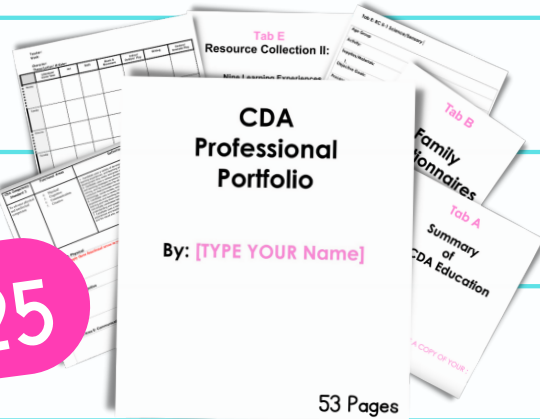
\$45

\$25

CDA  
Professional  
Portfolio

By: [TYPE YOUR Name]

53 Pages



FREE

CHILDCARE  
IS MY  
LOVE

THE CLASS



2h 23 minute pre-recorded webinar

Let's Get This CDA  
Portfolio Today Bundle

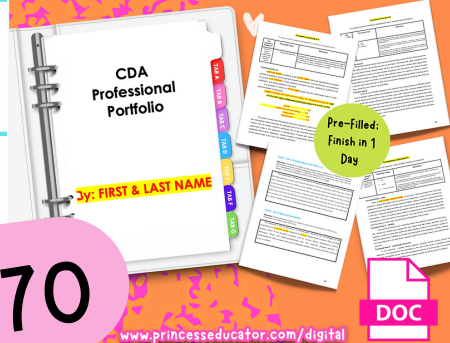
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NUMBERS GAME 1-10





