AUGUST 2025

Appendix ED-V3

Council for Professional Recognition

The Child Development Associate® National Credentialing Program

Renewal Procedures Guide

Infant-Toddler, Preschool, Birth to Five, and Family Child Care Settings

Child Development Associate® CDA National Credentialing Program



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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® credential is valid for three (3) years from the date of award 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 12 for further details on how to update your name.

Renewal Requirements

You must meet all of the following requirements:

Professional Development	• Continued professional education • Membership to a national or local early childhood professional organization
Continued Work with Children	• Minimum 80 hours working with young children • Recommendation from ECE Reviewer

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

Professional Development

Continued Professional Education

To continue to expand your knowledge in early childhood education and to ensure you are staying current in the most up-to-date practices, you are required to complete additional training. Courses can be in-person, online, or a combination of both.

- You will need to document completion of **one** of the following:
  - 4.5 CEUs, or
  - A three (3) credit hour college course from an accredited college or university, or
  - 45 clock hours of training in early childhood education and/or child development.
- All professional education hours must be **provided by an agency or organization with expertise in early childhood teacher preparation**.
- All coursework/training must have been **completed after the issue date of your most current CDA® credential and not be older than three years old at the time you submit your application**.
- 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
Infant-Toddler	Training content must be **specific to infants and toddlers (birth to 36 months)**.
Preschool	Training content must be **specific to preschool age children (three to five years old)**.
Birth to Five	Training content must be **specific to children ages birth to five years old**.
Family Child Care	Training content must be **specific to children ages birth to five years old**.

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 age group of 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. The certificate must specify training is specific to the age group of the credential type being renewed.
- **State registry learning record** from approved state registries. To verify whether your state registry learning record is approved, visit the ***Approved State Professional Workforce Registries*** webpage on the Council's website.

Note: *See appendix on pages 18 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 pages 18 for samples of acceptable documentation.*

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

- State Registry organization membership
- Parent Teacher Association (PTA) membership
- 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/ece-organizations*.

Training and Membership Verification

Select a Verifier to review your training and membership documentation. This should be a staff member within the center or program who has the authority to verify your training record.

If you are renewing a Family Child Care CDA® credential, you may need to reach out to a local resource and referral agency, training organization, or similar entity to identify a Verifier.

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.

- **Applying online:** You will need your Verifier's email address. You will be prompted by the online application system to send a *Training and Membership Verification* request to your Verifier. Your Verifier will receive the verification request via email. The email will include a link for the Verifier to submit the verification.
- **Applying using the paper application:** Your Verifier is required to complete and sign Section E of the CDA® renewal application.

To ensure the Verifier understands their role and candidate application requirements, it is important for your Verifier to review the *Professional Development* (pages 2-5) and *Training and Membership Verification Process* (page 17) sections of this guide.

Although your Verifier will review your training and membership documentation, you are still required to submit copies of the verified documentation to the Council.

If applying online, you will be required to upload your documentation to the online application system. **If applying using the paper application,** you will be required to submit copies of your training and membership documentation with your paper application.

If your application is selected for an audit, your documentation will be subject to review to ensure it meets the Council's training requirements in content and documentation format.

Conflicts of Interest:

The person you select as your Verifier **may not**:

- be related to you by blood, marriage, or other legal relationship
- work in the same classroom as a co-teacher with you on a daily basis
- be the relative of a child in your care at any time during the renewal process

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 may be an education coordinator, a co-worker, a center director, or a member of an early childhood organization to which you belong. **If you are renewing a Family Child Care CDA® credential,** you may need to reach out to a local resource and referral agency, licensing agent, food program representative, another family child care owner, or a local center to identify an ECE Reviewer.

In addition, 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 recommendation verifies that you have worked at least 80 hours with children within the past year and is based on your performance with these children in relation to the *CDA® Competency Standards (*six *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 current experience working with young children, even if you no longer work directly with them.

- **Within one year prior to submitting your CDA renewal application,** you must have worked a minimum of 80 hours with children **in the same setting and age group of the credential you are renewing. These hours may be volunteer or paid**.
- Your ECE Reviewer will verify your 80 hours of work experience as part of the recommendation process.
- **Applying online:** You will need your ECE Reviewer's email address. You will be prompted by the online application system to send a recommendation request to your ECE Reviewer. Your ECE Reviewer will receive the recommendation request via email. The email will include a link for the ECE Reviewer to submit their recommendation.
- **Applying using the paper application:** Your ECE Reviewer is required to complete your recommendation in Section D of the CDA renewal application.

Credential Type	Required Work Experience by Setting
Infant-Toddler	At least 80 hours working with children ages **birth to 36 months in a center-based setting.**
Preschool	At least 80 hours working with children ages **three to five years old in a center-based setting.**
Birth to Five	At least 80 hours working with children ages **birth to five years old in a center-based setting.**
Family Child Care	At least 80 hours working with children ages **birth to five years old in a family child care setting.**

If your work experience does not include 80 hours within 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, participate in a special project, organize and implement a family-oriented event, or sponsor a hands-on activity or field trip with children.

Although your ECE Reviewer will verify that you have met the 80-hour work experience requirement, you must submit proof of experience hours to the Council. **If you apply online,** you will be required to upload your documentation to the online application system. **If you apply using a paper application,** you will be required to submit a copy of your documentation with your paper application.

Documentation of experience must be in the form of a letter on official letterhead from the program where you completed your work experience hours.

The letter must include:

- a date
- the renewal candidate's name
- number of hours of worked with children within the past year
- program type
- ages of children worked with
- official signature and title
- the contact information of the person verifying work experience hours

The Council does not accept the following types of documentation:

- Pay stubs
- Time sheets
- Work hours log

Audit Process

Most candidates are automatically renewed upon submission of a completed application and payment. However, a percentage of applicants will be randomly selected for audit before their renewal is awarded to ensure compliance and quality control.

- **If selected for audit,** all documentation submitted with your application will be reviewed by the Council to confirm that training, membership, and experience requirements have been met and the appropriate documentation was provided.
    - **If documentation issues arise,** you will be notified via email and given 30 calendar days to submit the correct documentation. Once the required documentation is provided, your renewal will be awarded.
    - **If the correct documentation is not submitted within 30 days,** your application will expire, and the renewal fee will be forfeited. If you are still within your renewal eligibility window, you may submit a new renewal application and payment.

Introducing the New Digital Credential

We are excited to introduce the CDA® digital credential, a verified and shareable way to showcase your ECE credentialing achievement! Powered by Credly, it is now easier than ever to display renewing your Child Development Associate® (CDA) credential™ and highlight your expertise and career readiness in early childhood education.

There are no extra steps! You will still apply to renew your CDA credential as outlined in this guide. However, instead of receiving a printed certificate in the mail, you will receive an email via Credly inviting you to accept your new digital credential.

Creating a Credly account **is free** and provides instant benefits to:

- download and print your CDA® renewal certificate as soon as it is awarded.
- share your achievement online with your new digital badge. Share it on your social networks, post it to your digital resume, or add it to your email signature.
- verify your credential status via Credly or the Council's new online certificate search tool - anytime, anywhere.

As a CDA credential holder, you still have the option to request a professionally printed certificate with an embossed gold seal by logging into your *YourCouncil* account and paying a $30 printing fee. Certificates will be mailed with tracking to monitor progress and delivery.

Learn more about the new digital credential: *www.cdacouncil.org/my-digital-credential*

Apply for Your CDA® Renewal

A. Apply Online

Before starting the online application process be sure to watch the *YourCouncil* CDA® renewal tutorials available for free on our website: *www.cdacouncil.org/cda-renewal-tutorials*. These short tutorials walk you through the online application process.

Once you have completed all renewal requirements, it's time to submit your application and payment online using the *YourCouncil* online application system. As a renewal candidate you do not need to create an account. The Council has already created an account for you. To access your account, follow these four easy steps:

1. Access the log in screen at *yourcouncil.org*.
2. Click "Forgot your Password? Click here." You will receive an email with your 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 your training, membership, and experience verification documentation to the online application system.*

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
- Your training, membership, and experience verification documents scanned as a PDF or in JPG format
- Full payment of the $250 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 $250, which can be paid by:

- Credit Card
- Voucher Number issued by a sponsoring agency*

**A sponsoring agency must have an online agency account in YourCouncil to issue voucher numbers to CDA initial and renewal candidates.*

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



Name Change

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

Acceptable forms of documentation *(Note: documentation will vary depending on reason for name change)*:

- Marriage certificate
- Divorce decree
- Immigration and Naturalization Form (Petition for Name Change)
- Birth Certificate (if you are adding a second last name from birth)

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 five (5) 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 have the same name as your CDA credential. Use of nicknames, middle names, etc., will delay processing.

If a name change is approved or requested after a credential is issued, a $30.00 fee will be charged to update your Credly account.

Training and Membership Verification Process

Renewal candidates must select a Verifier to review their training and membership documentation and verify that these two requirements have been met. Candidates are still required to submit copies of their verified training and membership documentation to the Council, which will be reviewed in the event their application is selected for audit.

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, cannot work in the same classroom as a co-teacher with the renewal candidate on a daily basis, and cannot be the relative of a child in the renewal candidate's care at any time during the renewal process.

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 professional development 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.

If a candidate's application is selected for audit, all submitted documentation will be reviewed. If any documents do not meet the Council's requirements, the Verifier may be contacted for quality assurance purposes.

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 verification via the link provided 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 form info@yourcouncil.org.

Candidates Applying using a Paper Application

If the candidate is applying using a paper application, the Verifier submits the *Training and Membership Verification* by completing section E of the CDA® renewal application.

EARLY CHILDHOOD CONCEPTS, INC.

Professional Development Training for Early Educators

123 Example Street | Silver Spring, MD 20906 | (555) 555-5555

August 8, 2025

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 **1/15/2025 to 3/1/2025**.

Sincerely,

Gerald R. Yard
Instructor

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.
123 Example Street
Silver Spring, MD 20906

TRAINER

Official Signature

ON THIS DAY: *8/8/2025*

Sample with Candidate's Name



OR

Sample with Center Name



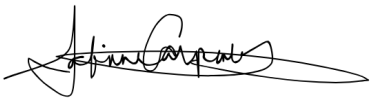
Apple Tree Learning
123 Orchard Lane, Greenfield, MD 20783
Phone: (555) 123-456
Email: info@applelearning.org

6/30/2025

This letter verifies that **Joana Santiago** has been a full-time teacher in our **Toddler room since 5/25/2023**. She works primarily with **children ages 16-24 months**.

Please feel free to contact me if you have any questions or concerns.

Sincerely,



Sabrina Carpenter
Center Director