Steps to the CDA Checklist

Name: _______________________________

(Circle your CDA setting)
Preschool Center-Based
Infant Toddler Center-Based
Family Child Care

Step 1: Before submitting your completed application to the CDA Council you must:

- Have your high school diploma or equivalent
- Document your CDA training below as you complete it:

<table>
<thead>
<tr>
<th>Care Courses Titles</th>
<th>Date successfully completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA 101: A Tutorial</td>
<td></td>
</tr>
<tr>
<td>Principles of Child Development and Learning</td>
<td></td>
</tr>
</tbody>
</table>

- All 120 clock hours of professional early childhood education have been completed.

Step 2: Within 3 years before submitting your CDA application you must:

- Complete 480 hours of work experience in the setting (Preschool Center-Based, Infant/Toddler Center-Based, or Family Child Care) for which you intend to apply.
Step 3: Within 6 months before submitting your CDA application you must:

- Purchase a CDA Competency Standards book from the CDA Council (1-800-424-4310)
- Complete your Professional Portfolio (instructions for completing your Professional Portfolio are outlined in the CDA Competency Standards book)
- Obtain your “Director’s Permission Statement” (on your CDA application located in your CDA Competency Standards book)
  - Applying for a Center-Based CDA? Have your Director complete the permission statement portion.
  - Applying for a Family Child Care CDA? Complete the permission statement portion yourself.

Step 4: When completing your CDA application you must:

- Select a CDA Professional Development Specialist
  - Visit the CDA Council's website and select PD Specialist to locate a Professional Development Specialist in your area.
  - Enter your PD Specialist’s information here:
    
      Name: _____________ Email: _____________ Phone: _____________

- Submit your completed CDA application and $425.00 assessment fee to the CDA Council
  
  Date submitted: ______________

- Wait to receive your “Ready to Schedule” Notification for your Verification Visit and CDA Exam from the CDA Council

Step 5: Within 6 months of receiving your “Ready to Schedule” notification you must:

- Schedule your Verification Visit
  
  Date: _________________
  
  Location: _______________

- Schedule your CDA Exam at a Pearson Vue Testing Center
  
  Date: _________________
  
  Location: _______________

  The CDA Council will make the credentialing decision and send you the results.

  Date CDA earned: _________________

  Congratulations!