

CDA Candidate Checklist

Please use this handy checklist to keep track of your accomplishments as you move through the CDA credentialing process:

Candidate Name: _____

(1) Prepare

Any time before I apply:

- Completed 120 hours of professional education covering the eight CDA Subject Areas

Within 3 years of submitting application:

- Worked 480 hours with children. *This experience needs to be with the age children that you are applying for the CDA Credential.*

Within 6 months of submitting application:

- Prepared my Professional Portfolio:
- Completed the My CDA Professional Portfolio cover sheet
- Completed the Summary of My CDA Education cover sheet and assembled my training transcripts, certificates and or letters
- Distributed and collected Family Questionnaires, completed Family Questionnaires Summary sheet
- Reflected on the feedback I received from the Family Questionnaires and wrote my Areas of Strength and Areas for Professional Growth in boxes A and B on the Reflective Dialogue worksheet
- Wrote Six Reflective Statements of Competence
- Gathered all of the items for my Resource Collection
- Wrote my Professional Philosophy Statement

(2) Apply

- Selected my Professional Development (PD) Specialist and confirmed availability with her/him:

Name: _____ Phone: _____ Email: _____
PD Specialist ID # _____

- Had my center/program director complete the Director's Permission Statement as part of my application
- Submitted my application and paid the assessment fee (Remember: submitting online is faster!)
- Received my Ready to Schedule notification from the Council

(3) Demonstrate

- Scheduled my Verification Visit for: date _____ time _____
- Brought my Professional Portfolio and this Competency Standards book to my Verification Visit
- Scheduled my CDA Exam for: date _____ time _____ Address of the Pearson VUE testing center: _____

(4) Earn ➡ (5) Renew

- I celebrated when I earned my Child Development Associate Credential™!
- I must remember to renew my CDA Credential before _____ (three years from date listed on my Credential)