CDA Candidate Checklist

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

1. Prepare

Any time before I apply (p. 8):

☐ Completed 120 hours of professional education covering the eight CDA Subject Areas (CDA Training)

Within 3 years of submitting application (p. 10):

☐ Worked 480 hours with children in the age group that corresponds with the CDA setting which you are applying for.

Within 6 months of submitting CDA application to the Council of Professional Recognition in Washington, DC (pp. 10-17):

☐ Prepared my Professional Portfolio (see the next page for more information):
  ☐ 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 (p. 18):
  
  Name: ___________________________ Phone: ___________________________

  Email: ___________________________ PD Specialist ID # ___________________________

- Had my center/program director complete the Director’s Permission Statement as part of my CDA application

- Submitted my CDA application to the Council of Professional Recognition in Washington, DC and paid the assessment fee to the CDA Council (Remember: submitting online is faster!)

- Received my Ready to Schedule notification from the Council of Professional Recognition

3. Demonstrate

- Scheduled my Verification Visit for (p. 22): date ___________________________ time ___________________________

- Brought my Professional Portfolio and this Competency Standards book to my Verification Visit

- Scheduled my CDA Exam for (p. 25): date ___________________________ time ___________________________

  Address of the Pearson VUE testing center: ___________________________

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)

Remember that you have access to the CDA courses for one year from the date of enrollment.