

**Print this document, and read it fully, the instructions are important.**

## **Welcome! You have enrolled in Successful Solutions CDA Renewal Training.**

The CDA Credential is easier than ever to obtain and renew, with online training you can complete the educational component at your own pace, in your own time. A CDA Credential is valid for three years from the award date, after which it may be renewed in five-year increments. A CDA Credential may only be renewed for the original setting, age-level endorsement, and specialization. The purpose of the CDA renewal is to ensure that Child Development Associates are maintaining current knowledge and skills in their work with young children and families.

### **Helpful Information**

**Website:** Access the CDA Training Program at: [www.ececlasses.com](http://www.ececlasses.com)

**Get Started:** Click on the button labeled [CLICK HERE TO LOG IN](#)

**It will take about 20 minutes for your log-in information to be active after enrollment.**

**Username:** Your full name, all lower case letters with no space. (*example:* jackiestevens)

**Password:** The last four digits of the phone number that you provided on your enrollment (*example:* 1923)

**Can't Log In?** [Contact us](#) using the Live Student Support Chat on the bottom right side of our website.

**Business Hours:** Student enrollment is processed between 8 am and 9 pm [PST](#), 7 days a week. If you enroll during the night, your student account will be activated the first thing the next morning. Please note that we are located in Washington State, on the West Coast. If you live in New York, Florida, or Main you are 3 to 4 hours ahead of us. [Click here to see the time at our office right now.](#)

**Term of Training Access:** You will have twelve months from the date of payment to complete the training and then you will no-longer have access to the online course.

**Technical support with the CDA Renewal Courses:** **1-800-261-6248**

**Certificates:** Submit an [evaluation form](#) after each module (scroll down for course list). **To receive your certificate after each module of the CDA renewal training you have completed the course(s), you MUST fill out an [evaluation form](#).**

**Request Transcript:** [Submit a Request for Transcript form](#)

**All Other Questions:** [studentservices@starstraining.org](mailto:studentservices@starstraining.org)

## CDA Renewal Criteria

All CDA Renewal Candidates must meet the following five criteria:

1. Documented proof of a current Red Cross or other agency First Aid Certificate.
2. Documented proof of at least 4.5 Continuing Education Units (CEUs) or a three-credit-hour course in early childhood education/child development, principles of adult learning, mental health counseling, etc. These hours must be in addition to the original 120 clock hours required when the Candidate obtained the CDA Credential. Bilingual CDAs must meet this requirement with coursework incorporating bilingual issues.
3. Documented proof of recent (within past year) work experience with young children or families of young children (a minimum of 80 hours).
4. A completed Letter of Recommendation Form regarding the CDA's competence with young children prepared by an early childhood education Professional.
5. Documented proof (within current year) of membership in a national or local early childhood professional organization. [For a list of National Early Childhood Organizations click here.](#)

**CDA Credential Renewal Cost:** The CDA Council charges \$50 for processing the Renewal Application.

## CDA Renewal Process

1. [Purchase a Renewal Packet](#): The Renewal Packet applies to all four types of credentials — Center-based Preschool; Center-based Infant/Toddler; Family Child Care; and Home Visitor. A Renewal Packet may be purchased under Materials You Will Need to the left. We encourage you to use Council's secure online bookstore to purchase publications. However, for telephone, fax, or mail order instructions, you may use the [Order Form](#).
2. Gather required documentation as outlined above in the five renewal criteria. Specific instructions are provided in the Renewal Packet, including information relative to identifying an early childhood education professional to prepare the recommendation form.
3. Apply for the CDA Renewal: if you meet all requirements, you are ready to fill out and submit your CDA Renewal Application.

Upon receipt of the application and supporting documents, CDA Council staff will review the materials for completeness. If all materials are in order, the Council will award the CDA Renewal Credential. If the materials are incomplete, the Council will notify the Renewal Candidate who will be given the opportunity to resolve the problem within a specified time period.

Please mail complete CDA Renewal Application along with all required documentation to:

Council for Professional Recognition, 2460 16th St. NW, Washington, DC 20009-3547

## **CDA Renewal training package includes the following courses:**

### **Module 1: Safe and Healthy Environment (.6 CEU / 6 Hours)**

- Childhood Obesity (.1 CEU/1 Hour)
- Infant and Toddler: Health and Safety (.2 CEU/2 Hours)
- Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)
- Safety: Curriculum Development Tools (.1 CEU/1 Hour)
- Special Interest Centers (.1 CEU/1 Hour)

### **Module 2: Advancement of Physical and Intellectual Development (.6 CEU / 6 Hours)**

- Discovery of Math (.1 CEU/1 Hour)
- Early Literacy (.1 CEU/1 Hour)
- Experiencing Music in the Classroom (.1 CEU/1 Hour)
- Physical Activity for Children with Disabilities (.1 CEU/1 Hour)
- Teaching Science to Young Children (.1 CEU/1 Hour)
- Using the Arts as a Teaching Tool (.1 CEU/1 Hour)

### **Module 3: Principles of Child Growth and Development (.5 CEU / 5 Hours)**

- Language Development (.2 CEU/2 Hours)
- Stages of Physical Growth and Development in Infants (.1 CEU/1 Hour)
- Stages of Physical Growth and Development in Preschoolers (.1 CEU/1 Hour)
- Stages of Cognitive Development in Toddlers (.1 CEU/1 Hour)

### **Module 4: Enhancement of Social and Emotional Development (.5 CEU / 5 Hours)**

- Child Self Esteem (.1 CEU/1 Hour)
- Childhood Anger and Anger Management (.1 CEU/1 Hour)
- Conflict Management for Children (.1 CEU/1 Hour)
- Praise and Rewards (.1 CEU/1 Hour)
- Stranger and Separation Anxiety (.1 CEU/1 Hour)

### **Module 5: Observing and Recording Progress and Behavior of Children (.5 CEU / 5 Hours)**

- Assessing Childhood Development (.2 CEU/2 Hours)
- Bullying: Identification and Prevention (.1 CEU/1 Hour)
- Children's Temperaments (.1 CEU/1 Hour)
- Documenting Children's Behaviors (.1 CEU/1 Hour)

**Module 6: Positive Relationships with Families (.6 CEU / 6 Hours)**

- Cross-Cultural Communication (.2 CEU/2 Hours)
- Effective Written Communication (.2 CEU/2 Hours)
- Encouraging Parental Involvement (.1 CEU/1 Hour)
- Overcoming Difficulties Communicating with Parents (.1 CEU/1 Hour)

**Module 7: Effective Program Operation (.6 CEU / 6 Hours)**

- Multiculturalism (.1 CEU/1 Hour)
- Staffing Child Care Programs (.1 CEU/1 Hour)
- Transitioning to Kindergarten (.3 CEU/3 Hours)
- Working With Children With Disabilities (.1 CEU/1 Hour)

**Module 8: Commitment to Professionalism (.6 CEU / 6 Hours)**

- Child Abuse: Identification and Reporting (.1 CEU/1 Hour)
- Computer Technology in Early Childhood Education (.2 CEU/2 Hours)
- Conflict Resolution for Adults (.1 CEU/1 Hour)
- Professional Practices (.1 CEU/1 Hour)
- Stress Management (.1 CEU/1 Hour)