

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

Congratulations! You have taken the first step to accelerating your career!

The CDA Credential is easier than ever to obtain, with online training you can complete the educational component at your own pace, in your own time. We want you to be successful, so we have gone the extra mile to provide you with additional resources to make that possible. Online CDA training generally only includes the “120 hours of training”, that’s not the way we roll.

Did you know that there is a whole lot more than that to earn a CDA?

Well, there is! Some students enroll completely unaware of the CDA process. It is common for a new CDA student to believe that all they have to do is complete 120 hours of approved CDA training, and that’s it, they have their CDA Credential. Sorry to tell you this, but that is just is not true.

Here is the good news!

You have chosen the best online CDA training program because we are different. **Our program includes CDA Resources and Tutorials.** We are the ONLY online CDA program that includes these resources.

Here is the catch; it is YOUR responsibility to utilize the CDA Resources and Tutorials.

All of the information has been provided, with every resource you will need. But if you skip it, then you will be sorry later. So! As excited as you are to start on your courses, **STOP!** Take the time to read all of the instructions provided on the following pages. Then, when you log in at www.cdacredential.org, click on the button that says [Click Here to Sign In](#).

Work your way through the CDA Resources and Tutorials by clicking on the arrow on the bottom right side of each page. You can bookmark your place when you log out, leave it open on your computer, or use the menu to return to where you left off.

Be sure to track your progress.

Use the following pages of this document to track your progress, if you save it to your computer then the hyperlinks will work to access the resources related to each item. Go get a binder right now, print this document, and put it right at the front of the binder. Check off each course as you complete it on the course list, and check off each task on the *Things to Do List*.

Okay, let’s get started!

Just the basics:

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

Certificates: Submit an [evaluation form](#) after each module.

To receive your certificate after each module of the CDA 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

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](#).

Website: Access the CDA Training Program at: www.cdacredential.org

Get Started: Click on the button labeled [Click Here to Sign In](#)

It will take about 30 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.

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.

There are two components to the CDA Training Package:

1. **CDA Training** – Course list is provided below. There is a total of 120 hours of courses.
2. **Resources and Tutorials** – The resources and tutorials are designed to help the CDA student complete the process that is NOT part of the 120 hours of training. The tutorials have been added as a complimentary service to help students succeed in the online self-paced program.

Here it is; the meat and potatoes.

The following are the steps to obtaining a CDA Credential. The CDA Resources and Tutorials will walk you through each step.

1. Make certain that you will meet the eligibility requirements to go through the CDA Direct Assessment process:
 - o You are 18 years of age or older
 - o Have 480 hours of experience working with young children within the past 5 years in a state-licensed home or center setting
 - o Hold a high school diploma or the equivalent
2. Submit an enrollment application to register for the [120 hours of CDA courses](#) at www.cdacredential.org. If you are reading this, then you are already enrolled.
3. Call the [Council for Professional Recognition](#) (1-800-424-4310) and purchase a CDA Direct Assessment Application Packet. When it arrives, read the CDA Competency Standards Book, specifically the six stages of assessment. The cost of the CDA Direct Assessment Application Packet is \$20.00 and generally takes 3 – 6 weeks to receive from the time that you place the order.
4. Complete 120 clock hours of formal childcare education. Upon completion of your 120 clock hours, notify us by clicking on the link in the training console to [request a transcript](#).
5. Follow the instructions in the [CDA Resources and Tutorials](#) to create a Professional Resource Portfolio and write the 6 competency statements.
6. Have at least one three-hour Observation and Assessment done by a qualified person. Some students have access to a [qualified person](#) to conduct the Observation and Assessment; others will need to obtain advisor services for this portion of the CDA process.
7. Collect parent questionnaires from the families in your care (instructions and questionnaires are provided in the Direct Assessment Application packet).

8. Submit the completed Direct Assessment Application to the CDA Council along with the application fee.
Attention! In the CDA Resources and Tutorials, you are instructed to set goals for submitting your application before a CDA Council quarterly deadline. The CDA Council has recently changed their application process, and there are no longer deadlines. Direct Assessment Applications can be submitted at any time.
9. A representative from the CDA Council will contact you to schedule a verification visit. During the Verification Visit the Council Representative will:
 - Check the content of your Professional Resource File.
 - Collect copies of your Statements of Competence.
 - Collect a copy of your Autobiographical Statement.
 - Collect Parent Opinion Questionnaires and the Observation Instrument.
 - Administer the Early Childhood Studies Review - a two-hour, multiple-choice examination.
 - Conduct the Oral Interview to evaluate your knowledge of early childhood care and education practices.
10. A Council Committee will review your documentation and render a decision whether to award you the Credential. If the Credential is awarded, the official Child Development Associate Credential will be sent to you. If the committee decides you need more training, the Council will let you know what next steps to take to earn the Credential.
11. A CDA Credential is valid for three years from the award date, after which it may be renewed for five-year periods. For details about the renewal process, see the CDA Renewal section.

CDA TRAINING COURSE LIST

CDA Competency	Hours	Course Title
Safe and Healthy Environment	1	Safety: Curriculum Development Tools (.1 CEU/1 Hour)
Safe and Healthy Environment	1	Reading Prescription Labeling (.1 CEU/1 Hour)
Safe and Healthy Environment	1	Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)
Safe and Healthy Environment	2	Safety and Security Procedures (.2 CEU/2 Hours)
Safe and Healthy Environment	1	Health (.1 CEU/1 Hour)
Safe and Healthy Environment	2	Child Abuse: Physical Abuse Awareness (.2 CEU/2 Hours)
Safe and Healthy Environment	2	Infant & Toddler: Health and Safety (.2 CEU/2 Hours)
CDA Competency	10 Hours Total	Module 1: Safe and Healthy Environment
Advancement of Physical and Intellectual Development	1	Using Visual Arts to Enhance Development (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	1	Teaching Science to Young Children (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	3	Teaching Preschool Math Using Manipulatives - 3 Hours
Advancement of Physical and Intellectual Development	1	Physical Activity for Children with Disabilities (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	1	Physical Activity (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	2	Methods for Enhancing Intellectual Development (.2 CEU/2 Hours)
Advancement of Physical and Intellectual Development	1	Early Literacy (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	1	Discovery of Math (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	1	Using the Arts as a Teaching Tool (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	3	Use of Puppetry and Plays - 3 Hours
Advancement of Physical and Intellectual Development	1	Learning Through Play - 1 Hour
Advancement of Physical and Intellectual Development	3	Learning My A,B,Cs - 3 Hours
Advancement of Physical and Intellectual Development	1	Experiencing Music in the Classroom (.1 CEU/1 Hour)
Advancement of Physical and Intellectual Development	1	Equipment, Activities, & Strategies for Promoting Physical Activity (.1 CEU/1 Hour)
CDA Competency	21 Hours Total	Module 2: Advancement of Physical and Intellectual Development

Principles of Child Growth and Development	2	Understanding Attention-Deficit Disorders - 2 Hours
Principles of Child Growth and Development	1	Stages of Social and Emotional Development in Toddlers (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Social and Emotional Development in Preschoolers (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Social and Emotional Development in Infants (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Physical Growth and Development in Toddlers (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Physical Growth and Development in Preschoolers (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Physical Growth and Development in Infants (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Cognitive Development in Toddlers (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Cognitive Development in Preschoolers (.1 CEU/1 Hour)
Principles of Child Growth and Development	1	Stages of Cognitive Development in Infants (.1 CEU/1 Hour)
Principles of Child Growth and Development	2	Language Development (.2 CEU/2 Hours)
Principles of Child Growth and Development	2	Toilet Training (.2 CEU/2 Hours)
CDA Competency	15 Hours Total	Module 3: Principles of Child Growth and Development
Enhancement of Social and Emotional Development	1	Teaching Basic Social Skills - 1 Hour
Enhancement of Social and Emotional Development	3	Supporting Cultural Diversity in Early Childhood Education - 3 Hours
Enhancement of Social and Emotional Development	2	Stress in Young Children (.2 CEU/2 Hours)
Enhancement of Social and Emotional Development	1	Praise and Rewards (.1 CEU/1 Hour)
Enhancement of Social and Emotional Development	2	Guidance and Discipline (.2 CEU/2 Hours)
Enhancement of Social and Emotional Development	1	Childhood Anger and Anger Management (.1 CEU/1 Hour)
Enhancement of Social and Emotional Development	1	Child Self-Esteem (.1 CEU/1 Hour)
Enhancement of Social and Emotional Development	2	Social Skills for School-Age Children - 2 Hours
Enhancement of Social and Emotional Development	1	Teaching Tolerance (.1 CEU/1 Hour)
CDA Competency	14 Hours Total	Module 4: Enhancement of Social and Emotional Development

Observing and Recording Progress and Behavior of Children	2	Using Portfolios in Early Childhood Programs (.2 CEU/2 Hours)
Observing and Recording Progress and Behavior of Children	1	Recognizing Levels of Social Play (.1 CEU/1 Hour)
Observing and Recording Progress and Behavior of Children	2	Positive Solutions for Challenging Behaviors (.2 CEU/2 Hours)
Observing and Recording Progress and Behavior of Children	1	Learning Styles (.1 CEU/1 Hour)
Observing and Recording Progress and Behavior of Children	1	Children's Temperament (.1 CEU/1 Hour)
Observing and Recording Progress and Behavior of Children	1	Behavior Management for School-Age Children (.1 CEU/1 Hour)
Observing and Recording Progress and Behavior of Children	2	Assessing Children's Physical Development (.2 CEU/2 Hours)
Observing and Recording Progress and Behavior of Children	2	Assessing Childhood Development (.2 CEU/2 Hours)
Observing and Recording Progress and Behavior of Children	3	Assessing Preschoolers with Special Needs (.3 CEU/3 Hours)
CDA Competency	15 Hours Total	Module 5: Observing and Recording Progress and Behavior of Children
Positive Relationships with Families	1	Working and Communicating with Families (.1 CEU/1 Hour)
Positive Relationships with Families	2	Surviving Toddlerhood (.2 CEU/2 Hours)
Positive Relationships with Families	1	Relating with Parents (.1 CEU/1 Hour)
Positive Relationships with Families	1	Overcoming Difficulties Communicating with Parents (.1 CEU/1 Hour)
Positive Relationships with Families	1	Open House (.1 CEU/1 Hour)
Positive Relationships with Families	2	Helping Children Cope with Grief (.2 CEU/2 Hours)
Positive Relationships with Families	1	Encouraging Parental Involvement (.1 CEU/1 Hour)
Positive Relationships with Families	2	Effective Written Communication (.2 CEU/2 Hours)
Positive Relationships with Families	2	Cross-Cultural Communication (.2 CEU/2 Hours)
CDA Competency	13 Hours Total	Module 6: Positive Relationships with Families
Effective Program Operation	1	Staffing Child Care Programs (.1 CEU/1 Hour)
Effective Program Operation	1	Environmental Safety (.1 CEU/1 Hour)
Effective Program Operation	2	Development and Use of Individualized Education Plans (.2 CEU/2 Hours)
Effective Program Operation	3	Creating Teachable Moments: The Value of Classroom Décor (.3 CEU/3 Hours)
Effective Program Operation	1	Confidentiality (.1 CEU/1 Hour)
Effective Program Operation	2	Assessing Child Care Programs (.2 CEU/2 Hours)
Effective Program Operation	1	Assessing Child Care Business Practices (.1 CEU/1 Hour)
Effective Program Operation	3	Transitioning to Kindergarten - 3 Hours
CDA Competency	14 Hours Total	Module 7: Effective Program Operation

Commitment to Professionalism	1	Time Management (.1 CEU/1 Hour)
Commitment to Professionalism	1	Stress Management (.1 CEU/1 Hour)
Commitment to Professionalism	3	Managing Your Child Care Business (.3 CEU/3 Hours)
Commitment to Professionalism	1	Introduction to Computer Technology (.1 CEU/1 Hour)
Commitment to Professionalism	2	Ethics and Ethical Behavior (.2 CEU/2 Hours)
Commitment to Professionalism	3	Early Childhood Program Accreditation (.3 CEU/3 Hours)
Commitment to Professionalism	2	Disability Laws Pertaining to Early Child Care (.2 CEU/2 Hours)
Commitment to Professionalism	1	Conflict Resolution for Adults (.1 CEU/1 Hour)
Commitment to Professionalism	2	Autism Awareness (.2 CEU/2 Hours)
Commitment to Professionalism	1	Anger Management for Adults (.1 CEU/1 Hour)
Commitment to Professionalism	1	Workplace Communication (.1 CEU/1 Hour)
CDA Competency	18 Hours Total	Module 8: Commitment to Professionalism

Hold on! This isn't everything.

Keep reading there are another 6 pages of important information.

Things to Do Checklist

We recommend doing these tasks in the order that they are listed.

- Order your CDA Application packet from the [CDA Council](#). There are no additional materials that need to be purchased. All training materials are online.
- Gather the [basic materials](#) for your Professional Resource File
- Write your [Autobiography](#)
- [Online CDA Training](#): Complete the courses in **Module 1: Safe & Healthy Environment**
- Submit [Evaluation form](#) for **Module 1** courses
- Write statement of competence based on [to establish and maintain a safe and healthy learning environment](#)

[CDA Competency Goal 1: To Establish and Maintain a Safe, Healthy Learning Environment](#) Gather the following [resources](#) for your Professional Resource Portfolio:

- Resource Item 1: Summary of the legal requirements regarding child abuse and neglect. Your programs policy regarding your responsibility to report child abuse and neglect
- Resource Item 2: Current certificate of completion of certified pediatric first-aid training course within the past 3 years
- Resource Item 3: Contact information for an agency that supplies information on nutrition for children and/or nutrition education for families
- Resource Item 4: Sample of weekly plan that includes goals for children's learning and development, brief description of planned learning experiences, and also accommodations for children with special needs

Things to Do Checklist (page 2)

We recommend doing these tasks in the order that they are listed.

- [Online CDA Training](#): Complete the courses in Module 2: **Advancement of Physical and Intellectual Development**
- Submit [Evaluation form](#) for module 2 courses
- [Online CDA Training](#): Complete the courses in Module 3: **Principles of Child Growth and Development.**
- Submit [Evaluation form](#) for module 3 courses
- Write statement of competence based on [to advance physical and intellectual competence](#)

[Competency Goal 2: Steps to Advance Children's Physical and Intellectual Competence](#)

Gather the following [resources](#) for your Professional Resource Portfolio:

- Resource Item 5: Select a total of 4 songs, finger plays, word games, OR poems that you can use with children to promote phonological awareness. Describe strategies to promote phonological awareness among children whose home language is other than English
- Resource Item 6: Describe 9 learning experiences for children. Each learning experience should promote physical, cognitive, and creative development. Describe the goals, materials, and teaching strategies used.
- [Online CDA Training](#): Complete the courses in Module 4: **Enhancement of Social and Emotional Development.**
- Submit [Evaluation form](#) for module 4 courses
- [Online CDA Training](#): Complete the courses in Module 5: **Observing and Recording Progress and Behavior of Children**

Things to Do Checklist (page 3)

We recommend doing these tasks in the order that they are listed.

- Submit [Evaluation form](#) for module 5 courses
- Write statement of competence based on to [support social and emotional development and to provide positive guidance](#)

Competency Goal 3: To Support Social and Emotional Development and to Provide Positive Guidance

Gather the following [resources](#) for your Professional Resource Portfolio:

- Resource Item 7: Provide the titles, authors, publishers, copyright dates, and a short summary of ten age-appropriate children's books that you use to support development of children's self-concept and self-esteem, and to help children deal with life's challenges. These books may support development of cultural and linguistic group identity; gender identity; children with disabilities or special needs; separation, divorce, remarriage, or blended families; everyday activities and routines; and/or the cycle of life from human reproduction to death.
- Resource Item 8: At least two resources designed to assist teachers in constructively dealing with children with challenging behaviors (such as aggressive behavior like hitting or biting, or shyness).
- Resource Item 9: Name and telephone number of an agency in the community where you work for making referrals to family counseling.
- [Online CDA Training](#): Complete the courses in Module 6: **Positive Relationships with Families**
- Submit [Evaluation form](#) for module 6 courses
- Write statement of competence based on to [establish positive and productive relationships with families](#)

Things to Do Checklist (page 4)

We recommend doing these tasks in the order that they are listed.

[Competency Goal 4: To Establish Positive and Productive Relationships with Families](#)

Gather the following [resources](#) for your Professional Resource Portfolio:

- Find out where to obtain resources, materials, and translation services for families whose home language is other than English. Provide the agency name and contact information.
- Document your program's policies that specify parent's responsibilities and what the program does for parents.
- [Online CDA Training](#): Complete the courses in Module 7: **Effective Program Operation**.
- Submit [Evaluation form](#) for module 7 courses
- Write statement of competence based on to [ensure a well-run, purposeful program responsive to participant needs](#)

[Competency Goal 5: To ensure a well-run, purposeful program responsive to participant needs](#)

Gather the following [resources](#) for your Professional Resource Portfolio:

- Resource Item 12: Samples of three types of record-keeping forms used in early childhood education programs. Include an accident report, emergency form, and a third form of your choice. Or if you are a family child care provider, samples of four types of record-keeping used in family child care programs: two small business forms such as bookkeeping, insurance, or taxes; two program operation forms such as accident report and emergency forms.
- [Online CDA Training](#): Complete the courses in Module 8: **Commitment to Professionalism**
- Submit [Evaluation form](#) for module 8 courses
- Submit a [request for transcript](#)
- Write statement of competence based on to [maintain a commitment to professionalism](#)

Things to Do Checklist (page 5)

We recommend doing these tasks in the order that they are listed.

Competency Goal 5: To maintain a commitment to professionalism

Gather the following [resources](#) for your Professional Resource Portfolio:

- Resource Item 13: Name, address, and phone number of your state's agency that regulates child care centers and homes. Make a copy of the section(s) that describes qualification requirements for personnel (teachers, directors, and assistants). Describe two important requirements related to your job responsibilities.
- Resource Item 14: Review the website of two or three national early childhood associations (one with local affiliate) to obtain information about membership, their resources, and how to order. Download at least two resources from the Internet that will enhance your work.
- Resource Item 15: Obtain four pamphlet(s) or articles designed to help parents understand how young children develop and learn.
- Resource Item 16: Observation tool to use in recording information about children's behavior. One copy should be blank; the other one should be filled out as a sample of your observation of an individual child.
- Resource Item 17: Contact Information for at least two agencies in the community that provide resources and services for children with disabilities.

Things to Do Checklist (page 6)

We recommend doing these tasks in the order that they are listed.

- Have at least one three-hour Observation and Assessment done by a qualified person. Some students have access to a [qualified person](#) to conduct the Observation and Assessment; others will need to obtain advisor services for this portion of the CDA process.
- Collect parent questionnaires from the families in your care (instructions and questionnaires are provided in the Direct Assessment Application packet).
- Mail the completed Direct Assessment Application to the [CDA Council](#) along with the application fee. Make sure to mail it with delivery confirmation or tracking. **The Council now accepts Direct Assessment Applications on a rolling basis. Your Verification Visit will occur within 90 days from the date the Council receives your complete and correct application.**
- A representative from the CDA Council will contact you to schedule a verification visit. During the Verification Visit the Council Representative will:
 - Check the content of your Professional Resource File.
 - Collect copies of your Statements of Competence.
 - Collect a copy of your Autobiographical Statement.
 - Collect Parent Opinion Questionnaires and the Observation Instrument.
 - Administer the Early Childhood Studies Review - a two-hour, multiple-choice examination.
 - Conduct the Oral Interview to evaluate your knowledge of early childhood care and education practices.
- A Council Committee will review your documentation and render a decision whether to award you the Credential. If the Credential is awarded, the official Child Development Associate Credential will be sent to you. If the committee decides you need more training, the Council will let you know what next steps to take to earn the Credential.

A CDA Credential is valid for three years from the award date, after which it may be renewed for five-year periods. For details about the renewal process, see the [CDA Renewal](#).