

Dear CDA Advisor,

Thank you for considering becoming an advisor to a CDA candidate in our program. The advisor is an important member of the CDA team. You will be the only person who gives the National Council direct feedback on the CDA candidate's performance with children. Your job, as advisor, is to ADVISE the National Council on the candidate's ability to provide quality, appropriate services to children and families, in accordance with the practices outlined in the CDA materials and observation booklet.

At the same time, we ask that you act as mentor to the candidate, providing the candidate with helpful suggestions and asking open-ended questions to help the candidate think through their own practices. You are not asked to "fix" the candidate, merely to assist them to understand and utilize the principles learned as a CDA candidate. It is important to have a good working relationship with your candidate. If you feel that you are not comfortable with the candidate for some reason, that you do not feel knowledgeable in the candidate's particular setting (home versus center, for example), or that you cannot be objective about the candidate, please suggest the candidate find another advisor. Please note as well the conflict of interest conditions that might disqualify you as an advisor to the candidate.

A CDA advisor must meet the qualifications required by the National Council. A list of those qualifications is enclosed. A list of CDA advisor procedures is also attached.

The formal observation must be completed within the six months prior to the time the candidate wishes to file for national assessment. Check with your candidate to be sure that the observation is completed within the allowed time period. Your candidate will give you the formal observation instrument from the National CDA Council, which you are required to complete and return to the candidate in a sealed envelope.

Again, thank you for agreeing to work with the CCR&R CDA Training Project. Our mission is to improve the quality of care offered to children and families in North Dakota and we believe that the CDA is one of the ways our mission can be accomplished. Please don't hesitate to call with questions or concerns, 1-800-941-7003 ext #7018 or 218-299-7018..

Sincerely,
Ellen Anderson
ND CCR&R CDA Program