

To be eligible to serve as a CDA advisor, you must meet the following eligibility requirements and provide verification on the CDA candidate's national application form:

A. Personal:

Affirm his/her ability to relate to people of various racial, ethnic, and socioeconomic backgrounds.

Be knowledgeable about local, state, and national requirements, standards, and guidelines for family child care programs serving children ages birth through five years.

Be familiar with child care settings (family or center-based) and the needs of families and children in the community.

B. Education and Experience:

An advisor must meet all of the requirements in one of the three combinations of education and experience outlined below:

Option 1:

B.A. or B.S. degree or advanced degree in early childhood education, child development, or home economics/child development from an accredited college or university. Must include 12 semester hours covering the development of children ages birth through 5-years, with two courses on infant toddler development.

Plus: Two years experience in a child care setting, serving children ages birth through 5-years, including:

- Experience working as a caregiver, teacher, child life worker, or similar role with children in the same age range as the children cared for by the CDA candidate;
- Experience as a supervisor responsible for the professional growth of other adults, or in a leadership position in a child care organization;

Option 2:

Associate level degree (2-year) in early childhood, child development, or home economics/child development from an accredited college or university. Must include 12 semester hours covering the development of children ages birth through 5-years, with two courses on infant toddler development.

Plus: Four years experience in a child care setting, serving children ages birth through 5-years, including:

- Experience working as a caregiver, teacher, child life worker, or similar role with children in the same age range as the children cared for by the CDA candidate;

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- Experience as a supervisor responsible for the professional growth of other adults, or in a leadership position in a child care organization;

Option 3:

Active CDA Credential*, plus 12 semester hours of study in early childhood or child development at an accredited college or university covering the development of children ages birth through 5-years, with two courses on infant toddler development.

Plus: Six years experience in a child care setting, serving children ages birth through 5-years, including:

- Experience working as a caregiver, teacher, child life worker, or similar role with children in the same age range as the children cared for by the CDA candidate;
- Experience as a supervisor responsible for the professional growth of other adults, or in a leadership position in a child care organization;

*Copy of current CDA Credential certificate is required

Waivers: The Council for Professional Recognition will consider waiving certain education or training requirements if an individual provides a written explanation and documentation of alternative formal or informal training related to early childhood/child development and experience in early childhood teacher preparation.

C. Additional Requirements:

In addition to the eligibility requirements outlined above, qualified individuals agree to allow their name to be placed on an Advisor Registry list, which will be distributed to CDA candidates statewide. Candidates are responsible for contacting potential advisors.

In most cases, CDA advisors are paid for their work. Typical payment is between \$150-\$300 per candidate.

CCR&R encourages CDA advisors to make a minimum of three visits to the candidate's child care program while children are present. It is recommended that the visits be spaced evenly throughout the advising period. The visits include:

- An initial visit to become familiar with the candidate's setting and to offer the candidate helpful suggestions and observations. On this visit, the advisor serves as a mentor to the candidate and begins to help the candidate prepare for the final observation.
- A second visit to conduct an informal version of the final observation, using a draft of the final observation provided by CCR&R. Following the informal observation, the advisor shares the results with the candidate and makes concrete suggestions for improvement or corrections. On the second visit, the advisor again acts as a mentor to the candidate.
- A third visit is the formal assessment observation, using the observation instrument provided by the CDA Council for Professional Recognition. During this visit, the advisor is acting for the Council to ADVISE the Council on the candidate's ability and suitability to become a CDA. The results of the formal

observation are not shared with the candidate and the observation instrument is placed in a sealed envelop.

Advisors are encouraged to read the candidate's competency statements and to offer suggestions as to clarity, grammar, and structure. However, advisors should not correct content; the competency statements are one of the ways the Council is able to judge the candidate's knowledge and skill and the candidate's work should be allowed to speak for itself.

Advisors may wish to provide the candidate with additional reading material or resource information to extend the candidate's understanding or knowledge. Advisors are not asked to "teach" but rather to serve as mentors for the first two visits and to help candidates apply formal learning to actual practice.

D. Conflicts of Interest:

To promote objectivity and credibility, an individual serving as an advisor:

- Must not be working as co-teacher with the candidate in the same room or with the same group
- Must not be a relative of a child in the candidate's care at the time of the assessment
- Must not be related by blood or marriage or other legal relationship to the candidate