

1. _____ **Order a CDA packet in one of the following emphasis areas:**

Infant/Toddler

Preschool

Family childcare

- To complete the CDA process, you must be providing direct care for children in the age group and setting you select as your emphasis area. If you are a float or aide in a child care program, meet with your director to determine which age group to select as your emphasis and make arrangements to work closely with that group of children during the time you complete the CDA process. Note that Early Head Start programs usually require the Infant/Toddler emphasis.
- Packets can be purchased through:
 - The Council for Professional Recognition
1-800-424-4310 or www.cdacouncil.org
- Packet Price: \$15.00 plus \$5.00 for shipping = \$20.00 (fee subject to change). Be sure to include which emphasis you have selected - Infant/Toddler, Preschool, or Family child care

2. _____ **Complete and document 120 hours of formal education and training to fulfill the national CDA education requirements. The ND CCR&R CDA Training Program is designed to fulfill the national requirements.**

3. _____ **Complete and document 480 hours of work experience in a licensed or state-approved child care program serving children ages 0-5 years.**

4. _____ **Complete your Professional Resource File.**

- Your Professional Resource File includes your autobiography, six statements of competency, and 17 specific resources. For help in organizing your Professional Resource File, see the "How to Compile Your Professional Resource File" document at www.ndchildcare.org

5. _____ **Find a qualified advisor to complete your Formal Observation (in CDA packet)**

- Advisor qualifications and information can be found at www.ndchildcare.org
- Call 1-800-941-7003 ext #7018 for a list of potential advisors in your area.
- The advisor will complete a formal observation of you while you serve as the lead teacher with children in the age group/setting you selected as

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your emphasis area. The observation is based on demonstrated competency.

- The advisor must complete the formal observation within **six months** of the time you apply for direct assessment.
- Your advisor will return the formal survey to you in a sealed envelope. Keep it sealed and safe to give to the national CDA Council representative during your Direct Assessment visit.

6. _____ Hand out parent questionnaires (in CDA packet) to the parents of the children in your care

- The parent questionnaires must be completed within **six months** of the time you apply for direct assessment
- You must collect at least 75% of the surveys you distribute. Put the returned surveys in a large envelope and seal it. Write your name on the outside of the envelope and keep it safe to give to the national CDA Council representative during your Direct Assessment visit.

7. _____ Send in the direct assessment application (long form in CDA packet)

- Be sure your advisor and director (if center-based) have completed their sections of the form
- If you have completed the ND CCR&R CDA Training Program, mark “10+” in each of the blanks that requests the hours of training you have completed in the eight CDA education areas
- The assessment fee is \$325.00. Payment must be included with the direct assessment application.
- Remember that the national CDA Council processes Direct Assessment applications on a quarterly basis – March 1; June 1; September 1; and December 1.

8. _____ Wait to hear from the National CDA Representative (30-120 days) to schedule your direct assessment verification visit.

9. _____ Complete the direct assessment verification visit.

- During your visit, the national CDA Council representative will administer a written and oral exam, review your Professional Resource File, and collect your formal observation and parent surveys. She will also take copies of your Autobiography and six Competency Statements so be sure to bring a clean set of these documents and make sure your name is on every page.

10. _____ **Watch your mailbox for news from the National CDA Council. The Council will review all of your information and decide whether to issue the CDA credential (This process can take from 30-90 days).**

For more information visit: www.cdacouncil.org or call toll free: 800-424-4310