



Child Development Associate (CDA) Credentialing and Renewal Procedure

GENERAL PLAN / APPROACH

The Improving Head Start for School Readiness Act of 2007 requires that all classroom teaching assistants must have at least a Child Development Associate Credential; or be enrolled in a program leading to an associate or baccalaureate degree; or enrolled in a child development associate credential program to be completed as soon as possible, however it must be completed within two years. The credentialing process will be included in the staff persons Professional Development Plan. The current CDA Credentialing Processes for candidates has been provided to use as a reference guide. In order to prepare for this assessment, the applicant must meet some standards regarding training and time in the classroom. Applicants need to be proficient and successful in performing all aspects of their present jobs in order to undertake this additional training responsibility.

HEAD START PROGRAM PERFORMANCE STANDARDS:

Head Start Act

Sec. 648A. (B) (iii)

PROCEDURE:

Candidates will follow the steps listed below to begin the process for renewing or obtaining a CDA. Candidates are required to enroll in the Oregon Registry to obtain a step rating and are eligible to apply for funding through the Oregon Registry if they are on a Step 3. Candidates requiring support with the CDA assessment fee must apply for funding through the Oregon Registry before requesting support from Southern Oregon Head Start. Funding through the agency for the CDA assessment fee will be evaluated on an individual basis.

OREGON REGISTRY:

- <https://www.pdx.edu/education-career-development/steps-credentials-oro>

CDA Processes: Refer to the following links for information regarding each step:

- Steps to obtain CDA: <https://www.cdacouncil.org/en/5-steps-to-obtain-a-cda-credential/>
- Various types of CDAs: <https://www.cdacouncil.org/en/educator-pathways/>

CDA Credentialing Process:

Step 1 – Plan:

- Staff will acknowledge and sign an Intent Plan Agreement upon official written job offer
- An Educator Qualifications Agreement and Plan will be developed and signed during NEO or as soon as possible with a designated staff person from the Education Department. This plan will outline how to obtain a CDA including acquiring the 480 hours working directly with children and obtaining 120 hours of training in core competency areas
- Begin working on identified training hours as soon as possible.
- Meet regularly with the Education Department to review progress made on the plan.

Step 2: Order CDA book

- Order the CDA Competency Standards book online from the Council for Professional Recognition.

Step 3: Portfolio & Questionnaires

- Prepare and complete Professional Portfolio according to CDA Competency Standards book
- Distribute Family Questionnaires and collect a majority of questionnaires for the Professional Portfolio.
- Apply to Council for Professional Development to begin credentialing process
- Apply for the Betty Gray scholarship voucher cost for application online.
- Follow the steps in the online process, including verification of 480 hrs. of work with children and training hours

Step 4: After council approval

- Choose a Professional Development Specialist (PDS) from the CDA website and get the authorized verification visit number from your Site Manager to be assigned a Specialist.
- The Council contacts the PDS
- Verification visit is conducted by the PDS
- During the verification visit, the PDS:
 1. Reviews the portfolio, family questionnaires, transcripts/training record.
 2. Completes an observation of applicant leading in classroom for two hours.
 3. Facilitates reflective dialogue with the candidate.

- Candidate schedules and takes CDA exam at a local Pearson VUE testing center

Step5: After Verification Visit & Exam

- PDS sends Verification Visit scores online to the Council
- Pearson VUE sends exam scores online to the Council

Step 6: Final Steps

- Council awards or denies credential
 - The candidate sends a copy of the CDA certificate to HR
 - The candidate applies for a higher step on the Oregon registry
- *The credential expires three years from the date it is awarded. Follow the CDA Renewal Process outlines below.

CDA Renewal Process:

Step 1: Renewal Packet – within 6 months of expiration

- Purchase or free download Renewal packet from CDA Council website
- Meet with the designated person for the Education Department to inform them that you are working on your CDA renewal.

Step 2: Documentation

- A copy of your current First Aid certification and Infant/Child CPR
- Documented continuing education – 4.5 continuing education units, OR 3 credit college course OR 45 clock hours of training (verification form completed by ECE Reviewer or Education Manager)
- Proof of Membership with National or Local Early Childhood Professional Organization (i.e., National Head Start Association, NAEYC)

Step 3: Application – within 6 months of expiration

- Apply for CDA renewal and complete an Agency Training Request form

Step 4: Final Steps

- Council Awards or denies Credential
- Send copy of the CDA renewal certificate to HR
- Credential expires 3 years from the date of the award.