

## **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 have been provided to use as a reference guide. 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 of 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 most for the Professional Portfolio.
- Apply to Council for Professional Development to begin credentialing process.
  - Upload the Professional Portfolio with the online application.
  - Meet with an Education Department staff member to inform them that you are working on your initial CDA.
  - Identify a CDA Professional Development (PD) Specialist endorsed for the selected setting/language.
  - Wait for the Council's 'Ready to Schedule Notice' before scheduling the Pearson VUE exam.
- Apply for the Betty Gray scholarship voucher 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**

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

### **Step 5: After Exam**

- Pearson VUE sends exam scores online to the Council.
  - If you demonstrate the qualifying level of competence on the exam, you may receive a streamlined credentialing decision.
  - If you do not receive a qualifying level of competence on the exam, you will schedule and complete the CDA Verification Visit® with your PD Specialist.

- If you do not pass the exam, you will receive two additional exam attempts. If you are not successful after the final exam attempt, you will not receive the credential and may reapply after a six-month waiting period.

### **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 Requirements– within 6 months of expiration**

- Download the free CDA Renewal Procedures Guide for complete details and requirements.
- Meet with an Education Department staff member 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). NOTE: Training must be specific to credential type.
- Proof of Membership with National or Local Early Childhood Professional Organization (i.e., National Head Start Association, NAEYC). NOTE: Membership must be current at time of application.
- Complete 80 hours of experience working with children or families with young children. NOTE: Experience must come from the same setting and age group as the credential type.
- Select an Early Childhood Professional to:
  - Verify your 80 hours of work experience
  - Complete a recommendation based on your work with children or families with young children NOTE: Recommendation must be based on 80 hours of work experience specific to credential type.

#### **Step 3: Application – within 6 months of expiration**

Application and payment must be submitted before the credential expires.



- 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.