Child Development Associate Credentialing and Renewal Procedure

GENERAL PLAN/APPROACH:

The Improving Head Start for School Readiness Act of 2007 requires that all classroom teaching assistants have to 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 within two years. 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.

PROCEDURE:

Candidates will follow the steps listed below to begin the process for renewing or obtaining a CDA. Detailed information for each step can be located on our agency website under Resources. 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 of $425.00 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: http://www.pdx.edu/occd/completing-your-oregon-registry-application

CDA Processes: Refer to the following link for information regarding each step- Begin http://www.cdacouncil.org/the-cda-credential/how-to-earn-a-cda/preschool/step-1-explore

CDA Credentialing Process

Step 1 – Plan:

- Staff Qualification Program Intent Form signed at hiring determining if you are obtaining a CDA
- PDP developed outlining plan to obtain CDA including acquiring the 480 hours working directly with children and obtaining 120 hours of training in core competency areas
- Complete application for Oregon Registry – with new hire paperwork
- Follow the PDP – Meet regularly with Ed department person to discuss progress
- Turn in class schedule to HR. Ed Dept., person, AM and if applicable HT, email to them before each
term

- Turn in transcripts to HR, Ed Dept person, AM, HT, email to them after term completed

**Step 2: Order CDA book**

- Order the CDA Competency Standards book online from the Council for Professional Recognition - $25

**Step 3: Portfolio & Questionnaires**

- Prepare and complete professional portfolio
- Obtain Family Questionnaires
- Apply to Council for Professional Development to begin credentialing process
- Apply for FASFA in order to apply for the Betty Gray scholarship voucher Cost for application online - $425.00
- Follow the steps in the online process - verification of 480 hrs. of work with children and training hours.

**Step 4: After council approval**

- Contact So. Oregon Head Start Education Director for assignment of PDS (Professional Development Specialist)
- The Council contacts the PDS
- Verification visit is conducted by the PDS
- During the verification visit
  1. The PDS reviews the portfolio, family questionnaires, transcripts/training record..
  2. Observation in classroom
  3. Facilitates reflective dialogue with the candidate.
- Candidate schedules and takes CDA exam at a local Pearson VUE testing center

**Step 5: After Verification Visit & Exam**

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

**Step 6:**

- 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

**CDA Renewal Process**

**Step 1: Renewal Packet – within 6 months of expiration**

- Purchase Renewal packet from Council – Cost $25.00 or download for free from website

**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-training verification form completed by ECE reviewer or Education Director
• Letter of recommendation prepared by ECE Reviewer which includes verification of 80 hours of working with children in the past year
• 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 – Online: fee is. $125

Step 4:

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