



CDA Credential Checklist

Before you Apply	<ul style="list-style-type: none"><input type="checkbox"/> Purchase a CDA Competency Standards book from CDA Council.<input type="checkbox"/> Complete 120 hours of online professional training covering the eight CDA Subject Areas with Child Care Training Consultants, LLC. www.childcaretrainingclasses.org (CDA Fees on Website)
Within 3 Years of Submitting Application	<ul style="list-style-type: none"><input type="checkbox"/> Worked 480 hours with children whose ages are specific to the setting for which I am applying for my CDA Credential.
Within 6 Months of Submitting Application	<ul style="list-style-type: none"><input type="checkbox"/> Prepare your CDA Professional Portfolio including a cover sheet.<input type="checkbox"/> Completed the Summary of My CDA Education cover sheet and assembled transcripts, certificates, and or letters.<input type="checkbox"/> Distributed and collected Family Questionnaires, completed Family Questionnaires Summary sheet.<input type="checkbox"/> Reflected on the feedback received from the Family Questionnaires and wrote Areas of Strength and Areas for Professional Growth.<input type="checkbox"/> Wrote Reflective Statements of Competence.<input type="checkbox"/> Gathered all the items for Resource Collection.<input type="checkbox"/> Wrote a Professional Philosophy Statement.<input type="checkbox"/> Selected my Professional Development Specialist and confirmed availability from CDA Council website
Apply	Apply online for your CDA Credential using the YourCDA online application system.



CDA Credential

Once you have completed all the training courses, you will receive a certificate of completion for the 120 hours of CDA training. The training classes will also reflect on your Nevada Registry Transcript (State of Nevada).

NOTE: A copy of the certificate of completion for the 120 hours and a copy of the transcript must be included in the CDA professional portfolio for the CDA Professional Development (PD) Specialist to review during the CDA PD Observation for verification of training completion.