



Why do I need to get my CDA?

Preparing for Your Child Development
Associate



Dr. Theresa Vadala





Why do I need to get my CDA?

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**Applying New Knowledge:
Learning & Transfer**

Child Care Training Consultants, LLC

Accredited by International Association for Continuing Education and Training (IACET)

CKA 7: Professionalism and Leadership

Title: WY 7.C Why do I need to get my CDA?

3 Hours

0.3 CEUs



Dr. Theresa Vadala
(Instructor & Curriculum Designer)





**Applying New Knowledge:
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**Thank you for choosing
Child Care Training Consultants, LLC.,
for your CDA Training Needs!
Learning Assessment**

Read the material provided, take the 5-10 quiz questions and
complete the training evaluation at the end of the course.

Participants must receive 100% on individual courses to obtain a certificate of completion.

Questions?

We are happy to help.

Support Services:

Please contact us 24/7 at

childcaretrainingconsultants1@gmail.com

Business # 702.837.2434



Child Care Training Consultants LLC., Goal

The goal is to empower educators as they take Child Development Associate (CDA) courses to make a powerful difference in the lives of young children!

Mission Statement

“Child Care Training Consultants, LLC’s is committed to provide research-based professional growth and development training courses primarily focused on the Child Development Associate. The CDA is the nation’s premier credential that is transferable, valid, competency-based and nationally recognized in all 50 states, territories, the District of Columbia, community colleges and the United State Military.

Vision

Child Care Training Consultants, LLC’s vision is to provide the early childhood community with courses based on CDA competency standards to obtain their CDA Credential and assist in reaching their goal as an exceptional early childhood educator to ultimately achieve higher child outcomes.



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About the Instructor

Theresa has over 30 years experience in the field of Early Childhood Education. During that time, she served as a Preschool Teacher, Disabilities Coordinator, Program Facilitator, and Director of an Early Childcare Program. She has a Doctoral Degree in Educational Leadership with Specialization in Curriculum and Instructional Design. Theresa is a Professional Growth & Development Trainer and Curriculum Designer and offers web-based courses internationally. She is the Executive Director/Owner of the training organization Child Care Training Consultants, LLC., (CCTC).

Business Description

Child Care Training Consultants, LLC. (CCTC) is an accredited provider (AP) with the International Association for Continuing Education and Training (IACET) that provides Continuing Education Units (CEU) for adult education nationally. The business is also a recognized training organization with the Council for Professional Recognition, Child Development Associate Council (CDA), National Credentialing Program.



Learning Objectives

Participants will be able to:

1. Recognize Child Development Associate (CDA) credential requirements.
2. Identify the first steps in obtaining your CDA.
3. Identify how to obtain the 120 hours of required training.
4. Determine methods on how to distribute the family questionnaires.
5. Identify the information for the professional portfolio.
6. Identify how to contact a Professional Development Specialist (PDS).



Learning Outcomes

Participants will learn:

1. Outline the requirements to obtain the Child Development Associate (CDA) credential.
2. Describe the first steps in obtaining the CDA.
3. Identify how to obtain the 120 hours of required training.
4. Determine methods on how to distribute the family questionnaires.
5. Prepare and organize the information required for the professional portfolio.
6. Select a Professional Development Specialist (PDS).



Agenda

1. CDA Requirements
2. First Steps
3. Formal Training
4. Family Questionnaires
5. Professional Portfolio
6. CDA Professional Development
Specialist





Why should I get my CDA?

- ❖ Take a look at your work in relation to national standards
- ❖ Get feedback and support from people who have experience working with children and knowledge about early childhood education/child development
- ❖ Improve your skills in ways that are satisfying for yourself and beneficial for children
- ❖ Earn a professional credential that is recognized by early childhood educators nationwide



Why should I get my CDA?

Child Development Associate (CDA) is for early childhood education professionals interested in broadening their education, or someone who is interested in eventually working in the early childhood education field. The CDA is a nationally recognized credential for early childhood educators and is awarded through The Council for Early Childhood Professional Recognition in Washington, DC (also known as The CDA Council).

Applying for a CDA assessment is a big commitment. However, working towards a CDA credential can be a rewarding experience. It offers you an opportunity to:

- Take a look at your work in relation to national standards.
- Get feedback and support from people who have experience working with children and knowledge about early childhood education/child development.
- Improve your skills in ways that are satisfying for yourself and beneficial for children.



1. CDA Requirements

- Be able to speak, read and write English well enough to fulfill the CDA credential requirements
- Need to be 18 years of age or older
- Hold a High School Diploma, G.E.D., or equivalent
- Complete 120 clock hours of formal childcare training
- Develop a Professional Portfolio
- At the conclusion of CDA class



CDA Requirements

To enroll in CDA coursework, all participants must meet the CDA Council for Professional Recognition requirements.

- Need to be 18 years of age or older
- Hold a High School Diploma, G.E.D., or equivalent
- Complete 120 clock hours of formal childcare training
- Develop a Professional Portfolio (within 6 months of application) that includes: Family Questionnaires, Resource Collection items, Reflective Statements of Competence, and a Personal Philosophy Statement

And at the conclusion of CDA class work have at least 480 hours of experience with young children in the past five years (*This experience with young children could be either a paid or volunteer work experience. This could include, but is not limited to volunteering in a child care center, leading a child care program in your home, working as an assistant teacher in a nursery school, working as a teacher's aid in a head start program, leading a summer camp club, volunteering in an afterschool program, etc.*))

<http://naeyc.org/content/cda-candidates>



2. First Steps

Your first step is to log onto the CDA Council website. Their web address is: <http://www.cdacouncil.org>

You will then identify what setting you want to earn your CDA in. The settings include: Infant/toddler, preschool, family child care and home visitor.

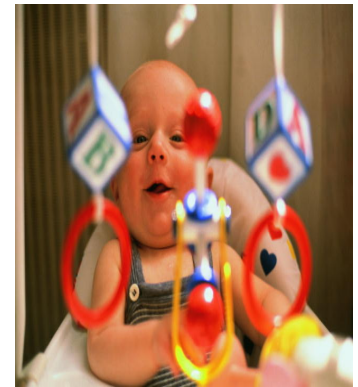
You can only apply for one credential setting at a time. When applying for another credential, you must complete another application and assessment process.

Are you sure you want to earn your CDA? If so, you will need to think about the following:

You will be asked to demonstrate your competence in an early childhood education setting based on the six CDA Competency Goals and 13 Functional Areas. We will discuss each goal and functional areas throughout this training.

Also, you must hold a high school diploma, or equivalent, or are a junior or senior in a high school career / technical program in early childhood education and you speak, read, and write well enough to perform the responsibilities of a CDA.

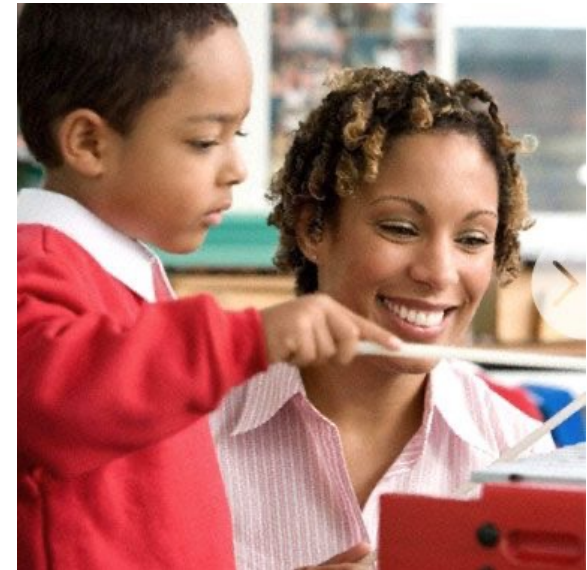
<http://naeyc.org/content/cda-candidates>





Child Care Settings

- Family Child Care CDA Credential
- Infant/Toddler Center-Based CDA Credential:
- Preschool Center-Based CDA Credential
- Home Visitor CDA Credential





Child Care Settings

Family Child Care CDA Credential:

Choose this setting if you work in a residential home setting. Registered, licensed and group home child care facilities fall in this category.

Click the photo for information about Care Courses' CDA training, certificates and cost for the Family Child Care Child Development Associates credential.

Infant/Toddler Center-Based CDA Credential:

Choose this setting if you work in a center setting and primarily care for infants and toddlers. You must be working with infants and toddlers to choose this setting.

Click the photo to learn more about Care Courses' CDA training, certificates, process and cost for the Infant/Toddler Child Development Associates credential.

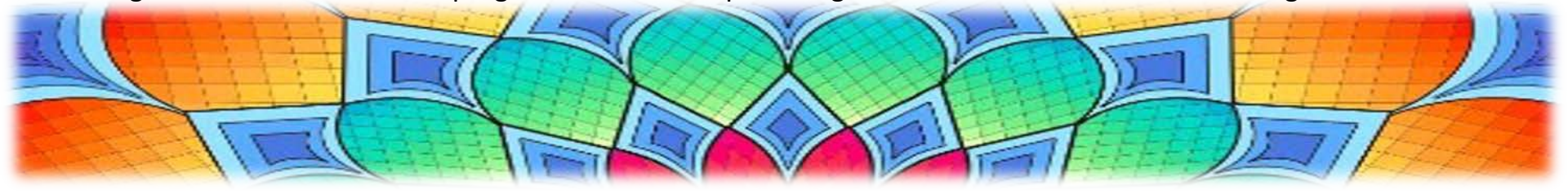
Preschool Center-Based CDA Credential:

Choose this setting if you work in a center setting and primarily care for preschoolers. You must be working with preschoolers (ages 3-5) to choose this setting.

Click the photo to learn more about Care Courses CDA training, certificates, process and cost for the Preschool Child Development Associates credential.

Home Visitor CDA Credential:

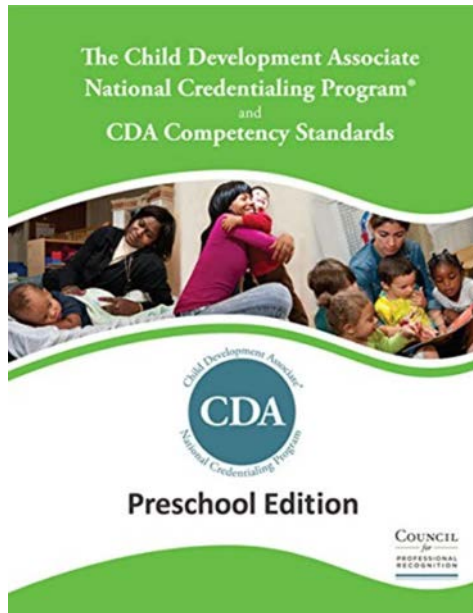
Choose this setting if you make home visits and do not work in a home or center child care facility. You must be making home visits or work in a program that teaches parenting skills to adults to choose this setting.





Petitioning by Completing Application and Sending to Council in Washington, DC

- COMPLETED application
- Payment



Once you have completed all the steps up to this point, you will be ready to petition the Council on Professional Recognition in Washington, DC. While this previously had to be done on a specific time frame, it can now be done at any time. The verification visit will happen in the three months following the deadline month. For example, if you send in your application around December 1, your verification visit will happen sometime in January, February or March of the following year. When you are petitioning the Council, you must send: the COMPLETED application and payment.

<http://www.cda.gov/Resources/>



Post Training Preparation

- Parent Questionnaire
- 480 Hands on Hours
- Professional Portfolio

Once you have completed the training, there is still much you must do to obtain the CDA credential. You must complete:

-Parent Questionnaires: distribute and then collect 75% of the parent questionnaires of the students in your class. For example, if you have 12 students in your class, you must collect a minimum of 8 questionnaires back. They should be returned to you in a sealed envelope with the parent's signature across the flap. Hold onto these for the verification visit.

-480 Hands-on Hours: be sure that you have the mandatory 480 hours of hands-on care in your setting at a licensed center or registered family daycare site

-Resource Portfolio: you should have completed your Resource Portfolio with an autobiography, six competency statements, and 17 resource items as part of the training.





3. Formal Training

You will have to complete **120 hours** of early childhood education (ECE) training. The trainings will include growth and development of children aged from birth to 5 years. The trainings will include no fewer than **10 training hours** in each of the following subject areas:

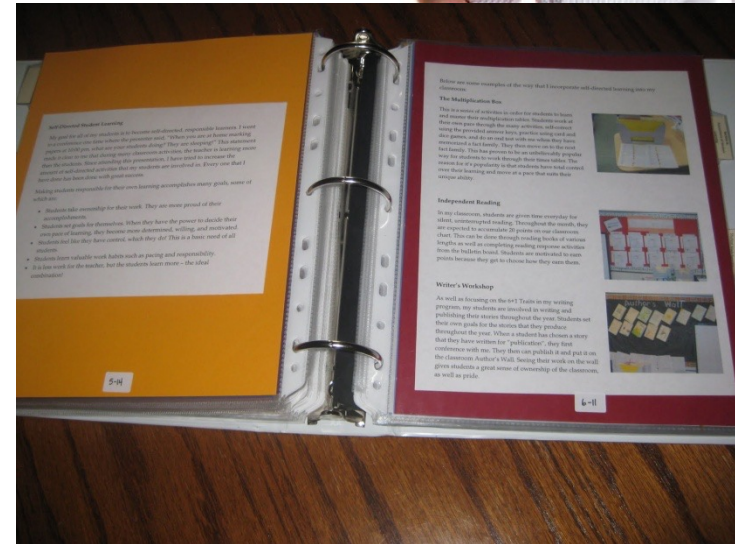
- ❖ *Planning a safe and healthy learning environment*
- ❖ *Advancing children's physical and intellectual development*
- ❖ *Supporting children's social and emotional development*
- ❖ *Building productive relationships with families*
- ❖ *Managing an effective program operation*
- ❖ *Maintaining a commitment to professionalism*
- ❖ *Observing and recording children's behavior*
- ❖ *Understanding principles of child development and learning*

Within the last 3 years, you will have had to work with children (ages and settings depends on the area you are earning your CDA credential in) for at least 480 hours.



4. Professional Portfolio

- three-ring binder
- labeled file folders in a box





Professional Portfolio

The Professional Portfolio is a collection of materials that early childhood professionals use in their work with young children and their families. CDA students prepare a **CDA Professional Portfolio** as evidence of what the CDA candidate believes is valuable information to use in their work. This allows an opportunity for the CDA candidate to gain experience in locating resources and communicating skills and knowledge.

The completed CDA Professional Portfolio is a tool that the Early Childhood Professional uses during his/her career in early childhood education and can be used as a reference manual.

While there are no requirements for how the CDA Professional Portfolio should look, it is important the CDA Professional Portfolio be neat, organized, professional looking, portable, and legible. The CDA Professional Portfolio will be used daily, and updated with new materials.

You will include your **Professional Philosophy Statement** which is a summary of your professional beliefs and values about early childhood education.

Create a log of your formal child-care education hours. Provide dates, hours and course descriptions for each course. Separate education hours into the eight subject areas: planning a safe, healthy environment to invite learning; steps to advance children's physical and intellectual development; positive ways to support children's social and emotional development; strategies to establish productive relationships with families; strategies to manage an effective program operation; maintaining a commitment to professionalism; observing and recording children's behavior; and principles of child development and learning. Include official verification of your education hours from the organizations and agencies that provided the training. Attach copies (not originals) of official transcripts, certificates or letters attesting to the course work.



Statements of Competence (Professional Portfolio)

Goal 1: To establish and maintain a safe, healthy learning environment.

Goal 2: To advance physical and intellectual competence.

Goal 3: To support social and emotional development and to provide positive guidance.

Goal 4: To establish positive and productive relationships with families.

Goal 5: To ensure a well-run, purposeful program responsive to participant needs.

Goal 6: To maintain a commitment to professionalism.



Statements of Competence (Professional Portfolio)

Write a brief, 300-word autobiography. Focus the majority of your narrative on your professional career working with young children. Update your resume to include your most recent work experiences and educational history.

Statements of Competence

You must write six (6) Statements of Competence based on the six Competency Goals. You begin writing each Statement of Competence with the following six (6) Competency Goal Statements:

Goal 1: To establish and maintain a safe, healthy learning environment.

Goal 2: To advance physical and intellectual competence.

Goal 3: To support social and emotional development and to provide positive guidance.

Goal 4: To establish positive and productive relationships with families.

Goal 5: To ensure a well-run, purposeful program responsive to participant needs.

Goal 6: To maintain a commitment to professionalism.

<http://www.childcarelounge.com/cda/resources.php>



Resource Collection (professional portfolio)

This part of the CDA Professional Portfolio consists of 10 specific items called the Resource Collection. These items must be organized by Competency Goal areas and numbered so that each item can be located easily during the Council Representative verification visit.

One resource you may want to add is : <http://www.cdacouncil.org> , the CDA Council website.

- <http://www.cdacouncil.org>
- <http://www.cdastars.com/cda-credential-process.html>





5. Family Questionnaire

Obtain completed parent opinion questionnaires. Locate the questionnaires in the application packet and follow the directions to distribute and collect responses.

Family Questionnaire forms are to be passed out, completed, and returned to you, sealed**REQUIRED. You will obtain these questionnaires in your CDA packet.

<http://www.childcarelounge.com/cda/resources.php>





6. Find a CDA Professional Development Specialist

- **Visit**
- **After Visit**
- **Ready to Schedule**
- **Find a PD Specialist**

The PD Specialist brings the mentoring/coaching skills and ECE expertise needed to assess your competencies and facilitate your self-reflection during the Verification Visit. Before submitting your CDA application, you must identify a PD Specialist who is willing to conduct your Verification Visit **AFTER** the Council approves your application. After the Council receives and processes your correctly completed CDA Application and assessment fee, you will receive a Ready to Schedule Notice. You can proceed with the scheduling of your Verification Visit with your PD Specialist. To find a PD Specialist in your area, please visit:

http://www.yourcda.org/find-a-pds/pds_search.cfm.



Verification Visit

Remembering to bring your CDA Observation Instrument booklet, Summary Sheet and Parent Opinion Questionnaires. In addition to:

- A copy of your current CPR and First Aid Certificate.
- A proof of membership in an Early Childhood Education (ECE) professional organization such as National Association for the Education of Young Children (NAEYC)
- A poof of identification (photo I.D.).
- A copy of your CDA Assessment System and Competency Standards book.
- A pencil, pen and eraser.



During the Verification Visit Students should:

- ❖ Dress and communicate professionally, as if you are going into a job interview.
- ❖ Arrive early for your Verification Visit appointment.
- ❖ Focus on functional areas and mock interview questions
- ❖ Remember to speak to about developmentally appropriate practice and support healthy development across the all areas whenever possible.

State the goal of early childhood professionals as:

- ❖ *To support and educate children, families, and our communities.*
- ❖ State your responsibility as an early childhood professional as: *To advocate for children and families and support all children in having a voice.*
- ❖ Talk about your knowledge that children develop at their own unique pace, and through observation and assessment you will be able to identify issues that warrant a closer look, as well as your responsibility in sharing community resources with parents in effort to meet individual needs.
- ❖ Share that you know it is your responsibility to meet the individual developmental and learning needs of each and every child in your care.
- ❖ Express your commitment to ethical practices especially in regard to the privacy of children and families.

<http://www.cdacouncil.org>



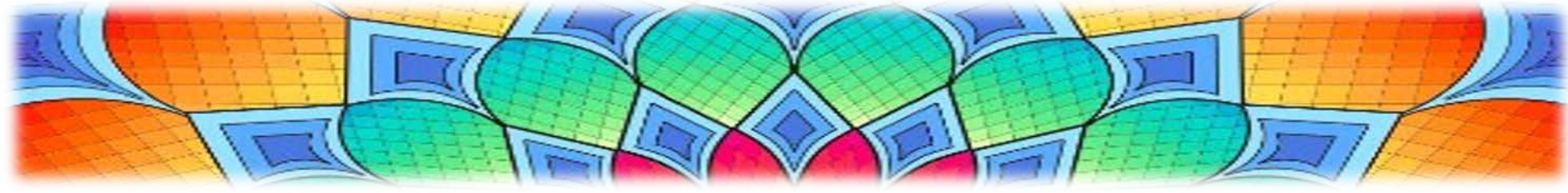
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Written Exam

- **Schedule online**
- **Schedule by phone**





Written Exam

CDA Candidates who have applied to the Council for Professional Recognition and have received a *Ready to Schedule Notice* may schedule the CDA Exam. There are two ways a Candidate can schedule the CDA Exam. Testing times and locations are available on a “first come, first serve” basis.

Schedule online

To schedule the exam online, Candidates must first create an account with the CDA council. When creating your account, you will need the Candidate ID number from your *Ready to Schedule Notice* that you received from the Council.

Schedule by phone

To schedule your CDA Exam by phone, call 1-866-507-5627. You may schedule the CDA Exam anytime between 7:00 a.m. and 7:00 p.m. Central Standard Time (CST), Monday through Friday. *Do not call the Council for Professional Recognition to schedule your CDA Exam.*

<http://www.cdacouncil.org>



Awarding of CDA

Your CDA certification will arrive via the mail 1-3 months after your verification visit is complete (NOTE: Time may vary). If the Council for Professional Recognition feels you are not adequately prepared, they will make recommendations on steps you can take to become better prepared and reapply for your CDA.

Start by knowing where you are going. Reading this document about the CDA credential is a good place to begin.





Review

1. Outline the requirements to obtain the Child Development Associate (CDA) credential.
2. Describe the first steps in obtaining the CDA.
3. Identify how to obtain the 120 hours of required training.
4. Determine methods on how to distribute the family questionnaires.
5. Prepare and organize the information required for the professional portfolio.
6. Select a Professional Development Specialist (PDS).



Resources

- <http://www.cdacouncil.org>
- http://www.yourcda.org/find-a-pds/pds_search.cfm
- <http://www.cda.gov/Resources/>
- <http://naeyc.org/content/cda-candidate>
- <http://www.cdastars.com/cda-credential-process.html>
- http://www.yourcda.org/find-a-pds/pds_search.cfm

For additional information visit www.childcaretrainingclasses.org (CDA Tab)



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