CDA Exam Pilot Prep Guide

to schedule / cancel / reschedule exam / learn about test centers
www.pearsonvue.com/cdaexam
1-866-507-5627 (English and Spanish)
8:00 a.m. – 8:00 p.m. EST M-F
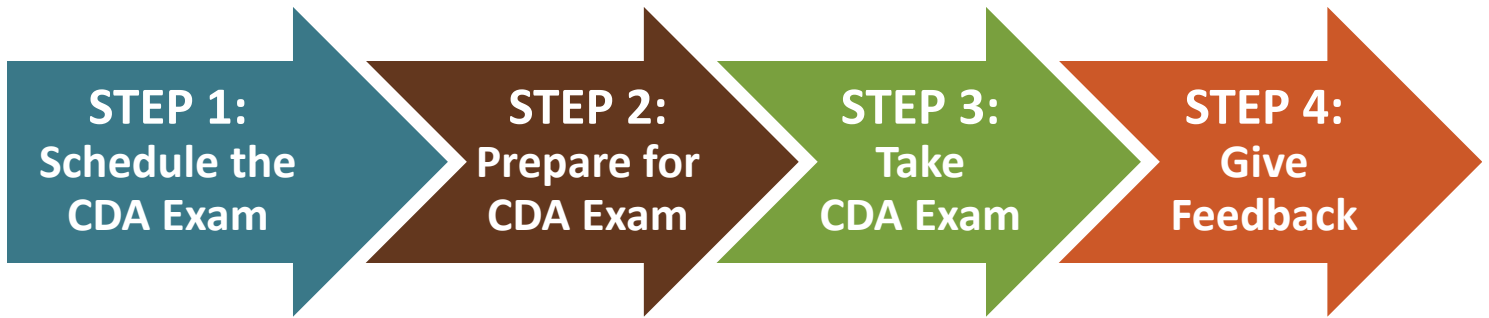
to learn about the exam pilot
www.cdacouncil.org/cdaexam

to submit feedback after exam and get $50
www.surveymonkey.com/cdaexam - English
www.surveymonkey.com/examencda - Spanish

CDA Exam: What to Expect and How to Prepare

| STEP 1: Schedule the CDA Exam | STEP 2: Prepare for CDA Exam | STEP 3: Take CDA Exam | STEP 4: Give Feedback |

STEP 1: Schedule the CDA Exam

Only CDA Candidates who received the Ready to Schedule notice may proceed with the CDA Exam registration. You will be informed via a letter or an email if you sent to the Council the CDA Exam Sign Up Form with all the required documentation. You will not be charged an additional fee to schedule your CDA Exam.

How to Schedule the CDA Exam

- Scheduling through the PearsonVUE website: www.pearsonvue.com/cdaexam
  - When on the website, click **Schedule Exam** or **My Account** on the right side.
  - Follow the directions to create a Username and a Password for a PearsonVUE account.
  - Use your Username and Password to log in and choose the location, date, and time of your CDA Exam.

If on the **CDA Exam Sign Up Form** you indicated you prefer to be contacted via email, PearsonVUE will send you an email with a temporary Username and Password to log into your account. Make sure to look for that email in your inbox! If you miss this email, you may call 1-866-507-5627 to reset your Username and Password.

- Scheduling over the phone: 1-866-507-5627 (8:00 a.m. to 8:00 p.m. EST M-F)
  - Tell the operator your name and that you wish to take the CDA Exam.
  - Tell the operator where and when you wish to take the CDA Exam.

After you schedule your CDA exam, you will receive a confirmation note from PearsonVUE of the location and date you chose for your CDA exam. The confirmation note will also include the address, phone number and directions to the test center you chose. Make sure to keep this information handy!

Deadline

You must **complete your exam** by the deadline given to you by the Council in the Ready to Schedule notice. If you do not take the exam before the deadline, you will forfeit your assessment fee and will not be considered a Candidate for the CDA credential. There are no refunds.

Cancelling/Rescheduling Your CDA Exam

If you need to reschedule the CDA Exam, you must first cancel your current appointment, and then schedule another appointment.

- You may cancel your appointment via the PearsonVUE online account you created or you may call PearsonVUE at 1-866-507-5627 (8:00 a.m. to 8:00 p.m. EST M-F).

- You will have to pay PearsonVUE a $15 cancellation fee each time you cancel the CDA exam. You may only use a credit card to pay the cancellation fee.

- You may only cancel your exam more than 24 hours in advance of your appointment.

- To reschedule the exam after cancellation, follow the scheduling procedure outlined above.

- Remember that you must complete your CDA Exam before the deadline given to you by the Council.

- If you do not show up for the scheduled CDA Exam appointment, you will forfeit your assessment fee and will not be considered a Candidate for the CDA credential. There are no refunds.

TIPS:

- Please do not call the Council to schedule your Exam. You may schedule the CDA Exam only through PearsonVUE.

- Want to receive the scheduled exam confirmation note through email? Make sure to give PearsonVUE your email address when you register over the phone.

- Choose an exam location and date that are most convenient for you. Before you choose the test center, make sure to investigate its location, accessibility, and availability of parking (review the information presented on the website or ask PearsonVUE when calling).

- Calculate the amount of time you will need to get to the center and choose the appointment time accordingly.

STEP 2: Prepare for the CDA Exam

Now that you have scheduled your exam appointment, you need to prepare for the CDA Exam in two ways:

Review your knowledge of best practices for working with young children

Since you completed 120 clock hours of training in order to get your CDA, you should have the knowledge you will need to successfully pass the CDA exam. Before you take the exam, review the CDA Competency Standards and Functional Areas in order to refresh your mind about all of the knowledge you accumulated during your training and classroom practice.

Plan your Exam day

- Make sure you know the location of your test center. Use the phone number on the Confirmation Note to call the center if you need additional clarification or confirmation of the directions to the exact testing building and/or room. You may also call PearsonVUE for directions at 1-866-507-5627.

- Online services like Google Maps (maps.google.com) or MapQuest (www.mapquest.com) can help you locate the center. Plan how you will get to the center and where you will park, if driving.

- You must arrive at the test center at least 15 minutes before your appointment time. Please plan accordingly! Estimate how much time it will take you to get to the center. If you arrive late, you may not be able to take the exam and will lose the assessment fee you paid. If you never show up for the exam, you will also forfeit the assessment fee.

- If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Call 1-866-507-5627 for details on delays and cancellations during severe weather or you may call the test center directly.

STEP 3: Take the CDA Exam

You will be able to take the CDA exam only one time. To ensure a pleasant test-taking experience, please be aware of:

The procedures at the test center

- The proctor at the test center will ask to see your **valid photo ID**.

- You will need to sign an agreement to follow the test-taking rules. A copy of this agreement is attached on page 9 of this Preparation Guide if you would like to become familiar with the rules ahead of time.

- Before you enter the testing room, the proctor will ask you to leave all of your personal belongings behind. You will be given a locker or you might need to leave all the items at home or in your car. Please plan accordingly. You may call the test center to find out if a locker will be available.

- You do not need to bring anything to the test. You will be given a dry erase board on which you may take temporary notes, if you find that helpful (the board will be collected and cleaned by the proctor after you complete the exam).

- You will not be allowed to take a break once the exam has begun.

- Always raise your hand if you need assistance of any kind. Please do not speak or stand up, so that you do not disturb other test takers in the room.

The structure of the CDA Exam

- You will be given a CDA exam that matches the credential type you applied for.
    - If you applied for the Preschool or the Family Child Care credential, you will be given the *CDA Exam: Children 0-5*.
    - If you applied for the Infant/Toddler credential, you will be given the *CDA Exam: Children 0-3.*

- The Exam will be presented to you in English or Spanish, depending on the choice you indicated on the **Sign Up Form**. At this point in time, the CDA Exam may be taken only in one of these two languages.

- The CDA Exam has 65 questions. They are multiple choice questions, like the question below:

What is the most nutritious snack for toddlers?

- ○ Cookies and milk
- ○ Corn chips and 100% fruit juice
- ○ Apple slices, graham crackers, and milk
- ○ Saltine crackers and 100% fruit juice

You must choose the answer you think is best.

- Five of the questions will have a photo and a short story. You will need to read the story and choose the best answer to the question posed at the end of the story.

- You will have one (1) hour and 45 minutes to complete the exam. The computer will notify you when you have 30 minutes left and also when you have 10 minutes left.

    TIP: Try to answer all the questions, even if you have to guess. Questions that are left unanswered (incomplete) will be marked as wrong.

Completing the CDA Exam on a computer

1. Computer mouse and the CDA Exam

During the entire exam you will need to use the computer mouse. As you move the mouse, an arrow moves on the screen. Use the arrow to point to things on the screen and to select them. Clicking is used to select an object on the screen. Press the left button on top of the mouse once and release it immediately. You will have made your selection with this simple click. During the entire exam you will be pointing and clicking.

2. Presentation of the CDA Exam questions

CDA Exam: Children 0-3 - Candidate Name	Time Remaning 1:41:26
	1 of 66
	Flag for Review

What is the capital city of the United States?

- ○ A. Los Angeles, CA
- ○ B. Chicago, IL
- ○ C. Washington, DC
- ○ D. Seattle, WA

⇥ End Exam   ← Previous | Next →

This is how the CDA Exam questions will be presented to you. Become familiar with this screen. Make sure it shows the correct Exam name and your name.

The questions will be presented to you one at a time. You may freely move between questions, choose your answers and change your answers as long as the time permits.

View the tutorial to learn how to use the various functions of the CDA Exam screen. You may find the tutorial on our website www.cdacouncil.org/CDAexam/tutorial.

3. Before the exam begins

Before the exam begins, the computer will give you 15 minutes to review instructions, to agree to the Nondisclosure Agreement and to practice clicking with your mouse by answering three practice questions. The Nondisclosure Agreement asks you to confirm that you are taking the CDA exam because you are applying for the CDA and not for any other reason. If you do not confirm the Agreement, you will not be able to take the CDA Exam and will be asked to leave the test center.

4. When you are not sure of the answer.

If you are not sure of the best answer, you may **flag** the question for a later review. After you view all questions, you will be shown a **review screen** of the exam. The review screen is a summary of the whole exam. The summary will show you which questions you did not answer (incomplete) and which question you marked for review (flagged). If time permits, you may go back and answer the questions you skipped or flagged for review. When you click **End the Review**, you may no longer go back to change or review your answers.

5. Submitting your CDA Exam to the Council

When you are done, you must click the Submit Exam button and leave the testing room. Your exam answers will be transmitted to the Council for Professional Recognition immediately after you submit the exam. The Council will review the results of your exam, along with all other assessment documents you mailed to the Council and will render a credentialing decision. You will receive the credentialing decision within 15 business days.

Before you leave the center, the proctor will give you a printed confirmation that you took the CDA exam. **Please keep that document** - it includes your Candidate ID number, which you will need in order to submit feedback about your test experience to the Council and claim your $50 Thank You Gift.

STEP 4: Submit Feedback to the Council for Professional Recognition

The final step is to submit feedback to the Council about your CDA exam experience and claim your $50 Thank You Gift. You may do it in one of two ways:

- **Through the internet**

  Go to **www.surveymonkey.com/CDAexam** and complete the feedback form online. You will be asked to submit your name, date of your exam, and your Candidate ID. You can find the number on the printed exam completion confirmation document you received at the test center. Completing the survey should take no more than 15 minutes of your time.

- **Mail the paper Feedback Form to the Council**

  You may find a paper version of the feedback form as a separate booklet mailed along with the Preparation Guide. You will be asked to fill in your name, the date of your exam and your Candidate ID number. You can find the number on the printed exam completion confirmation document you received at the test center. Completing the form should take no more than 15 minutes of your time.

  Mail the completed Feedback Form to the following address:

  Council for Professional Recognition

  Attn: New CDA Exam

  2460 16th St NW

  Washington, DC 20009

  You must submit the feedback form within ten (10) days of completing your CDA exam. We recommend taking the electronic survey so that you will not need to worry about postage and will receive your $50 Thank You Gift even sooner.

Supplemental Information

On the following pages you will find:

- Candidate Rules Agreement -
  You will need to sign an agreement to follow the test-taking rules once you are at the PearsonVue test center. A copy of this agreement is attached on page 9 of this Preparation Guide if you would like to become familiar with the rules ahead of time.

- Glossary of Terms
  In case you have any questions on terms and descriptions used in the Prep Guide.

Candidate Rules Agreement

Please review and sign the following exam rules. Please ask a representative at the test center if you have questions.

I understand that in order to take my CDA Exam:

- I may not bring personal items (purse, phone, wallet, etc.) into the testing room. Instead, I will store my belongings in a locker or container outside of the testing room (and will turn any cell phone or other electric devices off before storing them). Please note: The test center is not responsible for lost, stolen or misplaced personal items.

- I may not bring food or beverages into the test room.

- I will not disturb others taking tests and will remain silent when in the test room.

- I will not be allowed to take a break during my exam.

- I will tell the administrator immediately by raising my hand if I have a problem that affects my ability to complete the exam.

- I am aware that the testing session may be recorded for security purposes.

- I may not discuss the exam questions and answers with other candidates during or after the exam. I will contact the Council for Professional Recognition after I leave the test center if I have questions related to the content of the exam.

By providing a digital signature, I give PearsonVUE my explicit consent to retain and transmit my personal data and test responses to PearsonVUE and to the Council for Professional Recognition. I understand the information provided above and agree to follow the rules. If I do not follow the rules, or I am suspected of cheating or tampering with the computer, this will be reported to PearsonVUE and the Council for Professional Recognition, my exam may be invalidated, the Council may revoke my CDA credential, and I will not be refunded my exam fee.

Signature: _____

Name (Please print): _____

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Glossary

Appointment (CDA Exam Appointment)

The total amount of time you will spend at a test center to complete the CDA Exam. The CDA Exam appointment lasts two (2) hours and includes 15 minutes for review of instructions and 1 hour 45 minutes for the completion of the CDA Exam questions.

[to] cancel exam

If you scheduled the CDA Exam appointment but are not able to make it, you may cancel the appointment for a $15 fee. Please see page 2 for details.

Candidate ID#

A number assigned to you by the Council for Professional Recognition. The number appears in your Confirmation Note and on the print out you receive at the test center confirming you completed the CDA Exam.

CDA Exam: Children 0-3

A version of the CDA exam given to the Candidates who applied for the Infant-Toddler CDA credential.

CDA Exam: Children 0-5

A version of the CDA exam given to the Candidates who applied for the Preschool and Family Child Care CDA credential.

Competency Standards

National standards used to evaluate a caregiver's performance with children and families during the CDA assessment process. The Competency Standards are divided into six Competency Goals, which are statements of a general purpose or goal for caregiver behavior.

Confirmation Note

A letter or email you receive from PearsonVUE that confirms your CDA Exam appointment.

Feedback Form

A survey you must complete and submit to the Council for Professional Recognition after you complete the CDA computer exam, in order to receive the $50 Thank you Gift. Please see page 7 for details.

[to] flag a question

If you are not sure of your answer to the exam question, you may "flag it" for later review by clicking the "flag" button on the computer screen. At the end, if time permits, you will have a chance to review the questions you flagged. Please see page 6 for details.

Functional Areas

A responsibility that defines an Early Childhood Educator's role in relation to children. The CDA credential is based on 13 Functional Areas. For more information, please visit www.cdacouncil.org.

Google Maps

An internet tool where you may lookup driving directions: maps.google.com

MapQuest

An internet tool where you may lookup driving directions: www.mapquest.com

My Account

Account you will create through the PearsonVUE website where you will schedule and keep track of your CDA Exam. Please see page 1 for details.

Nondisclosure Agreement

A statement confirming that you are taking the CDA Exam because you wish to earn the CDA Credential. You must agree to this statement in order to take the CDA Exam.

Password

A secret word known only to you that you will use along with your username to enter the My Account on the PearsonVUE website and schedule your CDA Exam.

PearsonVUE

Owner and provider of the test centers where the CDA Exam is administered.

Ready to Schedule Notice

A notice you will receive from the Council after your CDA application and assessment fee have been successfully processed. The notice allows you to schedule the CDA Exam and gives you the deadline to complete the CDA Exam.

[to] reschedule exam

If you cancelled the CDA Exam appointment and the deadline has not yet passed, you may contact PearsonVUE and schedule your CDA exam again. Please see page 2 for details.

Review Screen

A computer screen that will be presented to you after you click through all 65 CDA Exam questions. The screen will show you which questions you have answered (complete), which you have not answered (incomplete), and which questions you flagged for a later review. You may choose to go back to the various exam questions, if time permits. Please see page 6 for details.

Rules Agreement

Agreement that outlines the rules you must follow at the test center. You will be asked to sign the Agreement before entering the testing room.

[to] schedule exam

After you receive Ready to Schedule notice from the Council, you may contact PearsonVUE to choose date, time, and location of your CDA Exam. Please see page 2 for details.

Sign Up Form

A form used to sign up for the CDA computer exam. This opportunity is available until June 30th, 2012.

Test Center

A location owned and/or operated by PearsonVUE where you may take the CDA computer exam. For a list of all CDA computer exam test centers, please visit www.pearsonvue.com/cdaexam.

Tutorial

A lesson in how to use the computer to take the CDA exam. To see the tutorial, please visit www.cdacouncil.org/CDAexam.

Username

A keyword that identifies you that you will use along with your password to enter the My Account on the PearsonVUE website and schedule your CDA Exam.

Valid Photo ID

A form of identification you must present at the test center in order to take the CDA Exam. Any identification that has not expired and includes your photo will be acceptable.

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