

Candidate Checklist

Please use this handy checklist to keep track of your accomplishments as you move through the CDA credentialing process:

Candidate Name: _____

1 Prepare

Any time before I apply (p. 8):

- Completed 120 hours of professional education covering the eight CDA Subject Areas

Within 3 years of submitting application (p. 10):

- Worked 480 hours with children ages 3-5 years old

Within 6 months of submitting application (pp. 10-17):

- Prepared my Professional Portfolio:
 - Completed the My CDA Professional Portfolio cover sheet
 - Completed the Summary of My CDA Education cover sheet and assembled my training transcripts, certificates and or letters
 - Distributed and collected Family Questionnaires, completed Family Questionnaires Summary sheet
 - Reflected on the feedback I received from the Family Questionnaires and wrote my Areas of Strength and Areas for Professional Growth in boxes A and B on the Reflective Dialogue worksheet
 - Wrote Six Reflective Statements of Competence
 - Gathered all of the items for my Resource Collection
 - Wrote my Professional Philosophy Statement

2 Apply

- Selected my Professional Development (PD) Specialist and confirmed availability with her/him (p. 18):

Name: _____ Phone: _____

Email: _____ PD Specialist ID # _____

- Had my center/program director complete the Director's Permission Statement as part of my application
- Submitted my application and paid the assessment fee (Remember: submitting online is faster!)
- Received my Ready to Schedule notification from the Council

3 Demonstrate

- Scheduled my Verification Visit for (p. 22): date _____ time _____
 - Brought my Professional Portfolio and this Competency Standards book to my Verification Visit
 - Scheduled my CDA Exam for (p. 25): date _____ time _____
- Address of the Pearson VUE testing center: _____

4 Earn 5 Renew

- I celebrated when I earned my Child Development Associate Credential™!**
- I must remember to renew my CDA Credential before _____ (three years from date listed on my Credential)