



CHILD DEVELOPMENT ASSOCIATE (CDA) ONLINE PROCESS PROCEDURE/PROTOCOL NEW APPLICATIONS & RENEWALS

Overview

Child Development Associate Certificates are issued through the Council for Professional Recognition. All CDA Certificates issued through this organization are nationally recognized.

It is the council's goal to expedite, efficiently and effectively review applications. Therefore, they have set up a more streamlined process available through their website. As such, our agency currently accepts online applications only for either a new or renewal application.

Upon the completion of a certification preparation course or when a renewal is forth coming, an online application must be completed after an account has been set up. The online application is a step-by-step process that provides guidance to the applicant. There are icons, instructions and messages that will display during the application process to support the applicant along the way. Additionally, at the bottom half of the account profile screen notifications from the council will be displayed to inform the applicant of their next steps to follow.

When an application is fully completed, the system will prompt an applicant for payment. This is when (and only at this time not before) the Staff Development Team should be notified. After which a member who handles your alphabet (Ms. Christine Leal – A-M; Ms. Jackie Wilson – N-Z), will proceed to make payment on the applicant's behalf. Please notify your Staff Development contact via email at either cleal@hsgd.org or jwilson@hsgd.org.

Process & Procedure

Before the application process

1. Set up an account through the Council for Professional Recognition at (you can tap the hyperlink below to access the application set up page).

<http://www.cdacouncil.org/yourcda>

2. Proceed to begin either a new **or** a renewal application online.

3. Follow the guided application protocol given online and continue until a payment is requested.

During the application process

1. When reaching the point of payment, the system will ask to indicate a payment, **select the check or money order (which is the last option available) and save the information.**



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2. Go back to download the completed application and print out their name on top of the application on top and send it over to us along with the login and password. The application can be downloaded by selecting on the top of screen View Application. By clicking the View Application, you will access your completed application and will be able to download a copy. Please **print your name clearly on the top of each sheet** that is printed along with your **login and password on the 1st. page of your application.**

3. Once the application is sent to a member of the Staff Development, a check requisition will be completed for payment. The check requisition process will take about a 1 ½ to 2 weeks. A copy of the check will be return to us when it is ready.

When a copy of the check is received, Staff Development will proceed to enter the necessary payment information required by the system. At this time, the printed cover sheet (checklist) along with your payment will be mailed to the Council for Professional Recognition in Washington, DC by the Finance Department.

After the application process

1. You must allow for mail time, the council’s processing of your payment and review of your application. Overall, it may take an estimate of 3 to 4 weeks depending on your personal application. The council doesn’t give or will offer a set timeframe. In the interim, it is highly recommended that you (the applicant) monitors your messages sent within your account.

2. According to the CDA Council Customer Service, after they receive the agency's check along with the checklist **they will send a notification or "message"** through the applicant’s profile account. It will be notification/message **to the applicant directing them to proceed to set up their CDA Exam and PD Observation Visit.**

3. Inquiries regarding the application “next steps” should be addressed to the council via telephone, email or a “live” chat online. Tap the hyperlink below to take you to the council’s webpage that list all the various methods you can use to connect with them.

<http://www.cdacouncil.org/contact-us>

The Staff Development Team thanks and appreciates all those who adhere to the protocol and procedures established for obtaining CDA Certification through the Council for Professional Recognition.