



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. The application process and the CDA Council website has been updated for a more streamlined process. **ALL** new applications and renewals must be submitted online. The Staff Development department no longer mails paper applications.

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). This may also be completed during your final CDA class.

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

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

During the application process

1. Follow the guided application protocol given online and continue until you reach the section where payment is requested. Be sure to save your application periodically as you move through the steps, especially when you reach the payment section.

2. Complete all steps until you reach the payment section. Save your application and stop.

3. Via email, notify the Staff Development department that you have reached the payment section of your new application or renewal application. In the email, include your CDA Council customer ID number and specify what certification you are applying for or renewing, Pre-K or Infant/Toddler. Send this information using the email address staffdevelopment@hsgd.org.

PLEASE NOTE THAT IF YOU DO NOT NOTIFY THE STAFF DEVELOPMENT DEPARTMENT THAT YOU HAVE COMPLETED ALL OF THE STEPS AND THE PAYMENT IS PENDING, THE PAYMENT WILL NOT BE MADE BECAUSE WE HAVE NO OTHER WAY OF KNOWING. IT IS THE STAFF MEMBER'S RESPONSIBILITY TO ENSURE THIS IS DONE.



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5. Once you have emailed the required information to the Staff Development department, a voucher will be issued for your payment through the CDA Council system within 24-48 hours. You will receive a notification in your CDA Council account message center letting you know the voucher has been issued and the voucher number will be provided. Be sure to check your CDA Council messages regularly.
6. Write the voucher number down and go back to the payment section, select voucher as payment option, and enter the voucher number you were provided. This should take care of your application or renewal payment.

After the application process

1. You must allow time for the council to process your payment and review of your application. Overall, it may take an estimate of 3 to 4 weeks but could be completed sooner. In the interim, it is highly recommended that you (the applicant) monitor your messages sent to your CDA account.
2. After the payment is received and application reviewed the CDA Council will send a 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”, or follow up questions 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.