

CDA APPLICATION PROCESS (NEW & RENEWAL) FREQUENTLY ASKED QUESTIONS

Questions/Answers

1. How do I begin the application (new or renewal)?

Answer: Read the CDA Online Process Guide (request from Staff Development or print one from our internal webpage within the Staff Development Tab). Hint: Your first step is to create an account on the Council for Professional Recognition (CFPR) web link: <http://www.cdacouncil.org/>

2. If I already have a CDA but need to renewal, what do I do?

Answer: Follow question #1 protocol.

3. If I have allowed my CDA to expire is there any grace period extended?

Answer: No, there is no longer a grace period as per the CFPR. However, you don't have to re-take all the courses again **BUT** you will have to re-apply as a new applicant **NOT** as a renewal.

4. When I get to the payment option what do I do?

Answer: **STOP! Do not go further.** As per the guideline, you are to contact Staff Development for the payment portion. **DO NOT** select **VOUCHER** and attempt to do this yourself. If you do this, you will cause complications. Allow us to select payment method and process it accordingly.

5. How long does it take for the payment to process?

Answer: The timeline to this is NOT an exact science and depends on when you notify Staff Development. We will turn them around as quickly as possible. However, as soon as a check requisition gets processed by our department the employee should account for 2 to 2 ½ weeks after it is submitted into the system for all approvals, the check run process, the actual cutting of the check and the mail time by the Finance Department (not SD).

After the Finance Department mails it out, please account for mail time to Washington, DC. Then give your payment time to be received by the CFPR and process. You will receive a message from them sent to your account messaging system with instructions on what to do. Therefore, be monitoring your account 3 to 3 ½ weeks after contacting our SD about payment owed.

6. Whenever you are asked to provide training records during the application process, **DO NOT** send your training log only or college transcript(s). Instead, **DOWNLOAD** the **Training Verification Form** found on the website at:

http://www.cdacouncil.org/storage/documents/Training-Verification-Form_09-16.pdf

Your Education Specialist or Lead Teacher are the individuals who are authorized to complete and sign off. Please provide your training logs, transcripts, etc. to facilitate this process.

7. I am a new employee and I do not have my CDA but do need to comply with my employment agreement. What or who do I contact? When am I eligible?

Answer: First all, you are eligible for benefits at the expiration of your 90-day probationary date. You will receive a 90-day probationary orientation conducted by the Benefits Department. At this time, you will receive information from our department regarding the agency's approved CDA Program. Our department is responsible for your enrollment to this approved program through the Educational First Steps Program. We **DO NOT** enroll you into the CDA Program at the DCCCD campus any longer nor will we approve any expenses incurred through this organization to pursue a CDA Certification. **Please let us guide you as to what program you need to select.**

8. Upon my receipt of a CDA Certification, who do I contact? Will I get a pay adjustment?

Answer: Any questions regarding teacher salary pay increase/adjustments, must be forwarded to HR following their instructions. However, when you receive a copy of this CDA Certification, please copy us when you send them a copy of this for us to file in our records. **We do not process any teacher pay increase forms nor approve them in our database.**

9. Do I need to have a Pre-School and Infant CPR & First Aid Certification?

Answer: Yes, there was a change on the requirement. That is why our Health Department now offers their class with both areas of concentration.

10. Can I submit a paper CDA application (new or renewal)?

Answer: It is possible under very special circumstances to submit a paper application. However, this is not the preferred method and it will not be accepted by our department unless there is a special circumstance established by the Council for Professional Recognition (CFPR). Everything is going online and paper applications are being phased out.