

## **CDA Renewal PROCESS**

**NOTE: The following information provided courtesy of the Council for Professional Recognition.**

A CDA Credential is valid for three years from the award date, after which it may be renewed in five-year increments. The purpose of the CDA renewal is to ensure that Child Development Associates are maintaining current knowledge and skills in their work with young children and families.

### **Renewal criteria**

All CDA Renewal Candidates must meet the following five criteria:

1. Documented proof of a **current Red Cross or other agency First Aid Certificate**.
2. Documented proof of at least **4.5 Continuing Education Units (CEUs) or a three-credit-hour course in early childhood education/child development, principles of adult learning, mental health counseling, etc.** These hours must be in addition to the original 120 clock hours required when the Candidate obtained the CDA Credential. Bilingual CDAs must meet this requirement with coursework incorporating bilingual issues.
3. Documented proof of **recent (within past year) work experience with young children or families of young children (a minimum of 80 hours)**.
4. A completed **Letter of Recommendation Form** regarding the CDA's competence with young children prepared by an Early Childhood Education Professional.
5. Documented proof (within current year) of **membership in a national or local early childhood professional organization**. A list of national organizations is included in the renewal application packet and appears in another section of this website: see "CDA Resources—Early Childhood Organizations".

### **Renewal process**

CDA Credentials are valid for three years from the date of the initial award, or five years from the date of renewal. A CDA Credential may only be renewed for the original setting, age-level endorsement, and specialization. The renewal process involves three steps:

- **Purchase a Renewal Packet** : A *Renewal Packet* may be purchased for \$13 plus \$5 shipping and handling. The *Renewal Packet* applies to all four types of credentials—Center-based Preschool; Center-based Infant/Toddler; Family Child Care Home; and Home Visitor. The Packet includes a Renewal Procedures booklet, a booklet of materials for use by the Early Childhood Education Professional, application form, recommendation form, and waiver request form.

<b>Renewal Application Packet</b>			
<b>Packet</b>	<b>* Fee</b>	<b>English Version Code</b>	<b>Spanish Version Code</b>
Renewal	\$13.00	RENEWAL	RENSPA

\* Book fee does not include shipping and handling charges

- **Compile required documentation** as outlined in the five Renewal Criteria. Specific instructions are provided in the *Renewal Packet*, including information relative to identifying an Early Childhood Education Professional to prepare the recommendation form and subject areas for the required course work.
- **Mail all required documents** to the Council including the application and the \$50 renewal fee. Upon receipt, Council staff will review the materials for completeness. If all materials are in order, the Council will award the CDA Renewal Credential. If the materials are incomplete, the Council will notify the Renewal Candidate who will be given the opportunity to resolve the problem within a specified time period.