

CDA CREDENTIAL ACTION PLAN
(After completing 120 hours of training)

WHAT: Obtain CDA Credential

WHY: Personal and professional growth

“You can complete the process in a year, or take your time and complete over a five year period. The excitement in learning so much, and the feeling of pride and accomplishment make it well worth the effort” - new CDA recipient

HOW	Target Goal	Date Completed
FIRST: Order online www.cdacouncil.org		
Write Autobiography for Resource File.		
Write competency goal statements for Resource File.		
Gather materials and put together your Resource File.		
NEXT: Receive practice observation (Optional, but recommended. AEYC can do this for you!)		
Receive official observation from an advisor (kept in a sealed envelope)		
Send Parent Opinion Questionnaires out to parents (they are in your app. Packet)		
Have all Parent Opinion Questionnaires returned		
AEYC, Head Start, or Advisor writes letter of approval of Resource File and training records		
FINALLY! Complete CDA Direct Assessment Application and send to CDA Council, with your letter confirming training, and check for \$325. <i>(If you work in a licensed child care, ask AEYC if funds are available for pre-payment. If so, you will send your documentation to AEYC, who will forward to the Council with a check).</i>		
Receive a call from the Council Rep. to schedule your verification visit.		
Meet with the CDA Council representative to complete your verification visit.		
Receive your credential in the mail and send a copy to the SEED registry, if you are a member. If you are not a member, APPLY!		
<i>Enjoy your new professional status CELEBRATE!!!!</i>		
<i>Optional: Contact UAS to receive 6 credits toward your AAS (Associate of Applied Science) in Early Childhood Education!</i>		