



Child Development Associate (CDA) Fact Sheet



v.10.24.2023

Name of Specific Credential	Child Development Associate (CDA)
CTE Program Alignment(s)	13.1200.00- Education Professions; 13.1210.00- Early Childhood Education
Description of Credential	The CDA® national credentialing program is a professional development opportunity for early educators working in a variety of settings with children ages birth to 5 years old and their families to demonstrate their knowledge, skills, and abilities in the early childhood education field. The program is designed to assess and credential early childhood education professionals using multiple sources of evidence, including an exam, observation, and a professional portfolio. By earning a CDA credential in any of the settings below, an educator demonstrates a commitment to career advancement and professionalism.
Entry-Level Annual Salaries (List All)	\$29,700 - \$41,200
Industry-Based Credential Requirements: Students	
Standard / Curriculum	<p>Arizona CTE Students may work on the Center-Based Infant-Toddler and/or Preschool CDA Credential.</p> <p>To earn a center-based Infant-Toddler and/or Preschool Child Development Associate® credential, you must complete a three-step process: PREPARE, APPLY, and DEMONSTRATE. Please see links below for further details.</p> <p>Center-Based Infant-Toddler- Work with children birth to 36 months. The Infant-Toddler center-based setting is a state-approved child development center where a candidate can be observed working with a group of at least 3 children ages birth through 36 months, with at least one of the sub-groups. The program must have at least 10 children enrolled, not necessarily in the candidate's group, and at least two early educators working with the children on a regular basis. LEARN MORE ABOUT THE 3 STEP PROCESS HERE</p> <p>Center-Based Preschool- Work with children ages 3 to 5 years old. The Preschool center-based setting is a state-approved child development center where a candidate can be observed working with at least 8 children, all of whom are ages 3 to 5 years. The program must have at least 10 children enrolled, not necessarily in the candidate's group, and at least two early educators working with the children on a regular basis. LEARN MORE ABOUT THE 3 STEP PROCESS HERE</p> <p>The Program uses a specific set of time-tested, research-based tools that follow the CDA® Competency Standards to determine early childhood teacher competency, based on multiple sources of evidence. The CDA® Competency Standards are the core of the CDA® program. Candidates seeking to earn the CDA® Credential are assessed based upon the CDA® Competency Standards. These national standards are the criteria used to evaluate an early care and learning professional's performance with children, families, colleagues and their community. The six Competency Goals establish the framework and the Standards are defined in more detail in our 13 Functional Areas. The Functional Areas describe the major tasks or functions early care professional must complete in order to carry out the Competency Standards.</p> <p>The eligibility requirements to apply for a CDA Credential are as follows:</p> <ul style="list-style-type: none"> -You must have a high school diploma or be a high school junior or senior in an early education/child development Career and Technical Program. -Any time before you apply: Complete 120 clock hours of professional education covering the eight CDA Subject Areas. -Within 3 years before you apply: Obtain 480 hours of experience working with young children in the setting and age group of the credential type for which you apply.

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	<p>-Within 6 months before you apply: Prepare a CDA Professional Portfolio according to the requirements outlined in the CDA Competency Standards book.</p> <p>View all CDA training, study, and resource materials here.</p>					
Testing Methodology	Paper?	No	Online – Cognitive portion	Yes	Performance Exams/ Tests? Psychomotor portion	Yes
Re-Testing (if available)	Re-Testing Procedures:		<p>If a Candidate is denied, there is an appeal process that is based on procedural violations only. If procedural violations are found, a Candidate may be given an opportunity to retake the Exam and/or have another Verification Visit at the Council’s expense. Results are reviewed and a new credentialing decision is issued. The results of this second decision are final.</p> <p>If a Candidate chooses not to appeal, the file closes and the Candidate may apply again by submitting a new initial application and assessment fee (after updating their Professional Portfolio and selecting a new PD Specialist)</p>		Max # of Attempts Allowed:	Unlimited
Testing Details (including any age requirements / accommodations)	<p>The assessment process is made up of two components: the CDA Exam and Verification Visit. The Council uses the results of both to make a credentialing decision.</p> <p>The CDA® Exam is a component of the credentialing process. The exam is a 65-question, computer-based exam that is taken at a local Pearson VUE testing site. It is the candidate’s responsibility to schedule the exam after applying for and receiving the Ready to Schedule Notice from the Council.</p> <p>The CDA Exam questions will test the candidate’s knowledge of basic early childhood best practices based on the CDA Competency Goals and the thirteen Functional Areas. Once the exam is completed, the scores are sent to the Council electronically.</p> <p>The CDA® Verification Visit is a component of the CDA credentialing process, where the candidate will be observed working with children/families as a lead teacher in a specific age group. It is the candidate’s responsibility to schedule the visit after applying for and receiving the Ready to Schedule Notice from the Council.</p> <p>During the visit, the Council-approved, CDA Professional Development (PD) Specialist™ will go to the candidate’s place of work and review the candidate’s Professional Portfolio, observe the candidate working with children/families, and conduct a reflective dialogue about the candidate’s strengths and areas of growth.</p>					



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The PD Specialist will submit the evaluation and scores electronically to the Council.

To locate a testing site: [visit www.home.pearsonvue.com/cdaexam](http://www.home.pearsonvue.com/cdaexam)

Industry-Based Credential Requirements: Teachers

Instructor Certification Requirements (by certifying agency)

Eligibility Requirements
To conduct Verification Visits as a CDA Professional Development Specialist, an individual must meet the following criteria:

TECHNOLOGY

- Must have a valid email address
- Must have access to the Internet

PERSONAL

- Must be able to relate to people of various racial, ethnic, and socio-economic backgrounds.
- Must be knowledgeable about local, state, and national requirements and standards for child care programs serving children aged birth through 5 years.
- Must be able to schedule and conduct Verification Visits during normal operating hours of early childhood programs
- PD Specialists conducting bilingual Verification Visits must be bilingual.
- PD Specialists conducting monolingual Verification Visits must speak the language of the assessment.

EDUCATION
MUST hold a minimum of a Baccalaureate or Associate degree from an accredited college or university in one of the following disciplines:

- Early Childhood Education/Child Development
- Elementary Education/Early Childhood Education
- Home Economics/Child Development

The degree must include, at minimum, 18 semester or 24 quarter hours of coursework in Early Childhood Education/Child Development, studying children birth through 5 years.

EXPERIENCE

Option 1- For those with a Baccalaureate degree, two years in a child care setting serving children from birth to 5 years of age to include: One year working directly with children as a caregiver, teacher, child life worker, social worker, or similar role and one year facilitating the professional growth of at least one other adult.

Option 2- For those with an Associate degree, four years in a child care setting serving children from birth to 5 years of age, to include: Two years working directly with children as a caregiver, teacher, child life worker, social worker, or similar role and two years facilitating the professional growth of at least one other adult.

PD Specialist Conflict of Interest The PDS Conflict of Interest Policy is defined to support the validity of the credentialing process and to provide flexibility to the many, varied training scenarios that are enacted across the country. With these two goals in mind, the Council places the following restrictions on who may serve as a CDA Professional Development Specialist:

Relationships with Candidates that are unacceptable for serving in the PD Specialist role (no exceptions):

- Immediate relative (mother, father, sibling, spouse, son, daughter)
- Current direct supervisor
- Co-worker in same group/classroom
- Any PD Specialist in any of the three relationships listed above may not, under any circumstances, serve as a PD Specialist for that Candidate. However, there are many other types of relationships which will require both the Candidate and prospective PD Specialist to carefully consider any potential conflict of interest. Some examples of these relationships are listed below



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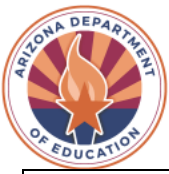
	<p>Relationships that bear ethical consideration by both Candidate and PD Specialist:</p> <ul style="list-style-type: none"> -Indirect supervisory role -Trainer, either indirect or direct -Any person or representative of an organization that has financial/contractual considerations related to the Candidate or may benefit in any way from a credentialing outcome -Employer -Co-employee in the same facility, not in the same group/classroom -Peer/friend -Any person who may have a personal or professional bias toward or against a specific Candidate or group of Candidates -Licensing agent -The Council will not exclude any person with a relationship that may fall in one or more of the categories in the "ethical considerations" list, above, from applying, but reserves the right to enact further inquiries and end the service of a PD Specialist and/or application of a Candidate at any time should a question of conflict arise. Please note that every PD Specialist and Candidate will be asked to sign a Statement of Ethics. <p>Role and Responsibilities</p> <p>1. Connect with Candidates who are searching for a PD Specialist</p> <p>On the CDA application every CDA Candidate must identify a PD Specialist who will conduct her/his Verification Visit. Candidates may reach out to you, the PD Specialist in the following ways:</p> <ul style="list-style-type: none"> -They heard about you within their community. In this case, they will ask if you are willing to serve as their PD Specialist. -Candidates may find you using the Council's Find-A-PD Specialist online directory. In this case, you will receive an email that a certain Candidate is looking for a PD Specialist. You should contact this Candidate as soon as possible if you are interested in conducting their Verification Visit. -Candidates can call the Council. In this case, the Council will provide names of local PD Specialists, and the Candidates will contact you directly. In any of the above cases, if you are available and agree, you will need to provide your ID number to the Candidate, who will then include it on the CDA application. <p>2. Receive e-notification from the Council that a Candidate is Ready to Schedule the Verification Visit</p> <ul style="list-style-type: none"> -After the Council processes a Candidate's CDA application, the PD Specialist and the Candidate will be notified to arrange and complete the Verification Visit within a six month deadline. -As a PD Specialist you must contact the Candidate within five days of receiving this notification. However, the Candidate may also contact you sooner. <p>3. Conduct the Verification Visit and submit score recommendations to the Council</p> <ul style="list-style-type: none"> -Once the Visit is completed, you will use the online PD Specialist portal to submit to the Council your score recommendations within 48 hours of the Verification Visit. <p>As part of the Verification Visit, you will make sure that the Candidate has completed her/his 120 hours of training and has a valid certificates for any first aid course and an infant/child (pediatric) CPR course.</p> <p>Receive honorarium from the Council PD Specialists will receive a \$100 honorarium for each completed Verification Visit. The Specialist will not be allowed to charge the Candidate any additional fees.</p> <p>Council for Professional Development website: http://www.cdacouncil.org/</p>
Proctoring / Test Security (if any)	CDA Exam Special Accommodations can be found HERE .

Credential Tracking

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Credential Documentation	To keep track of CDA credentials, candidates should consider utilizing the free Arizona Early Childhood Workforce Registry keep record of all PDs, certificates, and credentials. Visit www.azregistry.org		
Credential Tracking System	Online Tracking System?	No	Details
Expiration Timeline	Candidate must complete Exam and Verification Visit within given 6 month deadline after application is approved. A CDA credential is valid for 3 years from the award date. You must renew your CDA credential before it expires.		
Other Details			
Credential Costs / Funding Sources			
Cost Details	<p>The online assessment fee of \$425, or submit a paper application provided in the yellow Infant-Toddler edition of the CDA® Competency Standards book with the \$500 assessment fee.</p> <p>To renew your CDA Credential, the cost is \$150 for paper applications. Candidates who apply online will receive a \$25.00 discount and the cost for renewal is \$125.00.</p> <p>visit www.home.pearsonvue.com/cdaexam for additional online testing details.</p>		
Re-test / Refund Policies	<p>No refunds for application fees</p> <p>Candidate is responsible for fees associated with rescheduling exam (within 24 hours of appointment - \$65, outside of the 24 hour window - \$15) and/or missed appointments for the Verification Visit - \$125</p>		
For More Information <i>(must provide valid contact email and phone number for certifying agency)</i>			
Certifying Organization(s)/ Agency Contact Info <i>(if more than one, list all)</i>	<p>Council for Professional Recognition www.cdacouncil.org/en/</p> <p>Mailing Address: 2460 16th Street, NW Washington, DC 20009</p> <p>Council Office Hours: Monday through Friday, 8am - 5pm EST 202-265-9090 or 1-800-424-4310</p> <p>By Online Chat - Hours of Operation: Monday through Friday, 9am - 5pm EST. When using the Council's online support, please ensure that your pop-up blocker is disabled to see and receive a response to your inquiry. By email: Please allow a minimum of 48 hours for a response to your email inquiry.</p> <p>-CDA Candidates for inquiries regarding your initial and renewal CDA credential: cdafeedback@cdacouncil.org</p>		