

Child & Family Development Programs, CAT

Child Development Associate (CDA) Credential™ Planning Sheet

Name: _____

Date: _____

PREPARE: Target Date to Complete:	Have	Need	Met
Purchase Preschool CDA 2.0 Competency Standards Book			
120 hours of professional education covering the 8 CDA Subject Areas			
480 hours worked with children ages 3-5 years old within 3-years of submitting application			
Prepare Professional Portfolio within 6 months of submitting application			
➤ CDA Professional Portfolio Cover Sheet			
➤ Summary of CDA Education Cover Sheet			
➤ Distribute and Collect Family Questionnaires			
➤ Family Questionnaires Summary Sheet			
➤ Family Questionnaires Reflective Dialogue Worksheet			
➤ Write Six Reflective Statements of Competence			
➤ Gather All Items for Resource Collection			
➤ Write Professional Philosophy Statement			
APPLY: Target Date to Apply:	Completion Date		
Select Professional Development (PD) Specialist and confirm availability with him/her.			
PD Specialist Name:			
PD Specialist ID #:			
Director's Permission Statement completed by CM or Director as part of application.			
Submit application and pay the assessment fee: ☐ Online application (faster) or ☐ Paper application			
Received Ready to Schedule Notification from the Council			
DEMONSTRATE	Date	Time	
Schedule Verification Visit			
➤ Bring Professional Portfolio and Competency Standards Book			
Schedule CDA Exam			
➤ Address of the Pearson VUE testing center:			
EARN & RENEW	Date	Time	
CDA Credential™ received and copy sent to Admin			
Renew CDA before it expires (three years from date listed on Credential)			

Review progress at least quarterly with supervisor from Leadership Team or with Education Specialist to ensure completion in a timely fashion.

Reviewed on: _____

Date

Date

Date