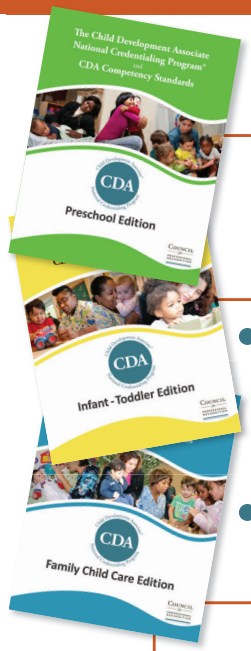
CDA Credentialing Process Overview



Step 1
Anytime before application

- Minimum of high school diploma/GED or enrolled in a high school career and technical program*
- 120 hours of education in 8 Subject Areas

Step 2
Within three years before application

- 480 hours of experience

Step 3
Within six months before application

- Professional Portfolio (PP) completed by Candidate
- Family Questionnaires (FQ) gathered by Candidate

Step 4
Application

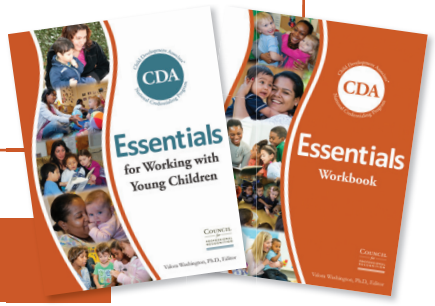
- Candidate must identify a CDA Professional Development Specialist that meets the setting and language of application
- Candidate sends to the Council:
  - Application
  - Fee
- Candidate receives approval that application is complete and fee has been processed

Step 5
Within 6 months of Council approval of completed application

- Verification Visit conducted by CDA Professional Development Specialist (chosen by Candidate):
  - Review of PP, FQs, transcripts/Certificates
  - Observation
  - Reflective Dialogue
- Candidate takes CDA Exam at a local PearsonVUE testing center

Step 6
After Verification Visit and CDA Exam

- Professional Development Specialist sends Verification Visit scores to the Council online
- Pearson VUE sends exam scores to the Council online
- **Council awards or denies Credential**



Enrolled in a family and consumer sciences education program in the area of Early Childhood Education/Child Development