

Comparison of Current and Revised CDA Renewal Process *(Effective 10/1/2015)*

CURRENT CDA RENEWAL PROCESS

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Decision
Renewal Application Packet	Within one year before application	Anytime after the award date of most recent credential	Anytime before application	Anytime before application	Apply as early as six months prior to credential expiration	<ul style="list-style-type: none"> Council makes credentialing decision to award or deny CDA Renewal Credential
<ul style="list-style-type: none"> Purchase Renewal Packet from the Council's online store. 	<ul style="list-style-type: none"> Request a letter from employer to: <ul style="list-style-type: none"> - verify 80 hours of work experience with children Select an ECE Reviewer to: <ul style="list-style-type: none"> - complete your recommendation 	<ul style="list-style-type: none"> Obtain 4.5 CEU's, a 3 credit hour course or 45 clock hours in the form of a transcript, letter written on official letterhead or training certificates. 	<ul style="list-style-type: none"> Obtain Face-to-Face Red Cross or other nationally recognized agency First Aid and Infant/Child (Pediatric) CPR certification.* <p><i>*Certification must be current at the time of application. Online training not accepted.</i></p>	<ul style="list-style-type: none"> Obtain an individual membership to an ECE professional organization. <p><i>*Membership must be current at the time of application</i></p>	<ul style="list-style-type: none"> Online (\$75): Create a YourCDA online profile and complete renewal application. Process payment through YourCDA system. Submit documents with cover letter by fax, mail or email. By mail (\$100): Submit paper application with all documentation and payment to the Council. 	<p style="text-align: center;">Renew</p> <ul style="list-style-type: none"> Credential must be renewed every 3 years* <p><i>*Renewal credentials issued before July 1, 2013 are valid for a one-time 5-year term</i></p>

REVISED CDA RENEWAL PROCESS

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Decision
Renewal Preparation Guide	Within one year before application	Anytime after the award date of most recent credential	Anytime before application	Anytime before application	Apply as early as six months prior to credential expiration	<ul style="list-style-type: none"> Council makes credentialing decision to award or deny CDA Renewal Credential
<ul style="list-style-type: none"> Download and print Renewal Guide from the Council's website in the setting of your expiring credential. 	<ul style="list-style-type: none"> Select an ECE Reviewer to: <ul style="list-style-type: none"> - complete recommendation - verify 80 hours of work experience with children* <p><i>*Work experience must be specific to credential type</i></p>	<ul style="list-style-type: none"> Obtain 4.5 CEU's, a 3 credit hour course or 45 clock hours in the form of a college transcript, training organization letter, approved state registry transcript or Director's Form.* <p><i>*Training must be specific to credential type.</i></p> <p><i>*Training certificates are no longer accepted.</i></p>	<ul style="list-style-type: none"> Obtain Face-to-Face Red Cross or other nationally recognized agency First Aid and Infant/Child (Pediatric) CPR certification.* <p><i>*Certification must be current at the time of application.</i></p> <p><i>*Online training not accepted.</i></p>	<ul style="list-style-type: none"> Obtain membership to an ECE professional organization: <ul style="list-style-type: none"> - as an Individual OR - as part of a center <p><i>*Membership must be current at the time of application</i></p>	<ul style="list-style-type: none"> Online (\$125): Create a YourCDA online profile and complete renewal application. All documents and payment will be submitted to the YourCDA system. By mail (\$150): Submit paper application with all documentation and payment to the Council. 	<p style="text-align: center;">Renew</p> <ul style="list-style-type: none"> Credential must be renewed every 3 years