

Renewing Your CDA – Here is What You Need to Know!

You worked hard to receive your CDA credential. Don't let it lapse. Here is what you need to know.

Your renewal date – Some CDA certificates have the renewal date on them. If yours does not, the renewal date is three years from the date you received the credential.

Will the Council for Professional Recognition contact me? Some CDAs will receive an email six months before their renewal date, but some people say they are not receiving it. Call the Council for Professional Recognition to make sure they have your correct email address. **It is your responsibility to be aware of your renewal date!**

What happens if my credential lapsed? Call the Council for Professional Recognition at 800-424-4310 and ask for an extension. Depending on your situation and how long ago it lapsed, you may not be able to get one. You may have to reapply! The Child Care Council can help you.

What do I need to do?

Here is the link to the renewal information from the Council for Professional Recognition. It will tell you everything you need to do to renew.

<http://www.cdacouncil.org/credentials/renew-cda>

The most important thing is that since the day after the date on your CDA certificate to the day you renew, you must have received 45 hours of training. However, not all of the training that you have taken to meet OCFS requirements will count in this 45 hours. **The trainings must be in early childhood education and/or child development for ages birth to 36 months or children ages 3-5 years.** You probably have taken trainings on regulations and CPR/First Aid. Those hours cannot be counted in the 45 hours. **The trainings must focus on the learning environment in the classroom.**

The Council for Professional Recognition – Requirements for the 45 hours of training

Formal education hours can be for credit or noncredit, however,

- The trainings must be in early childhood education and/or child development for **ages birth to 36 months or children ages 3-5.**
- They must be earned through an agency or organization with expertise in early childhood teacher preparation.
- The agency or organization must verify your education in the form of an official transcript, certificate, or letter.
- The Council for Professional Recognition does not accept training provided by individual consultants. This includes the director of your center.

In addition, please review the criteria for the CDA reviewer to make sure the person who will write your letter of recommendation meets them.

The Child Care Council can review your training certificates and tell you how many hours meet the requirements. You can fax or email them to us or make an appointment to come to the Council. We will need a copy of your CDA certificate.

For information, contact Idie Benjamin, Director of Professional Development, at idieb@cccwny.org or 914-761-3456 ext. 108.