

RENEWING YOUR CDA CREDENTIAL

Q – How do I know it is time to renew my CDA credential?

A – You should receive an email from the Council for Professional Recognition (not the Child Care Council of Westchester) 6 months before the renewal date, **BUT** it is your responsibility to be aware of the date.

Q – What if my CDA has expired?

A – Call the Council for Professional Recognition and ask for an extension. Call them at 800-424-4310.

Q – How much does it cost?

A – The renewal fee for the online application is \$125. The paper application is \$150. Both are eligible for EIP or CSEA/VOICE funding.

Q – What are the steps that I need to take to renew my credential?

A – Step 1 - Use this link to get the renewal packet from the Council for Professional Recognition. There are two booklets for you to read and print out. You can also go to their bookstore and order them for free.

Renewal Packet – Renewal Procedure Guide and Early Childhood (ECE) Reviewer

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

Book Store –

https://yourcouncil.org/cfprssa/ecssashop.show_category?p_category_id=CDA_REN_GUIDE&p_cust_id=&p_order_serno=&p_promo_cd=&p_price_cd=&p_session_serno=4057574&p_trans_ty=

A – Step 2 – You must have:

- worked a minimum of 80 hours with children in the setting of your original credential in the year before you submit your renewal application
- Membership in a national or local early childhood professional organization
- Current first aid and infant and child CPR certification (OCFS requires adult, child, & infant CPR)
- Verification by the ECE Reviewer that you have 45 hours of professional development

A – Step 3 – Continued Professional Development - You will need to document completion of one of the following:

- A three (3) credit college course from an accredited college or university,
- or 45 clock hours of training in Early Childhood Education and/or Child Development.

Q – What is an Early Childhood Education (ECE) Reviewer?

A – The ECE Reviewer is an early childhood education professional who meets the experience and education requirements listed in the Early Childhood Education Reviewer booklet. The ECE Reviewer must have current (within the past year) firsthand knowledge of your skills and abilities working with children in the setting of your original credential. The ECE Reviewer can be an education coordinator, a co-worker (but not in the same class or program), a center director, or a member of an early childhood organization to which you belong. The Reviewer verifies that you have worked at least 80 hours with children within the past year and that your teaching is based on your performance with children in relation to the six CDA® Competency Goals and 13 Functional Areas. **For family/group family providers, a Child Care Council Specialist can be the Reviewer.**

Q – Can I use the trainings I used for my OCFS training requirements?

A – The trainings must be in early childhood education and/or child development and based in the eight CDA Subject Areas for the CDA credential you have.

You probably have taken trainings on OFCS regulations, CPR/First Aid, or the 5-hour Foundations in Health and Safety course and other trainings. 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 **the ages of the children for your CDA credential**. They must focus on the learning environment of the classroom.

- 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 center directors.

Q – Which trainings can I use?

A – You can use any trainings you took from the day after the date on your CDA certificate to the day you are going to renew your credential – approximately three years.

Q – How do I know which trainings meet the criteria?

A – The Child Care Council can review your certificates and tell you how many hours of training that you have that meet the criteria. If you need more trainings, a Council specialist will assist you in finding appropriate trainings.

Q – I meet all of the requirements and my renewal date is soon, what do I do?

A – Once you have prepared for your renewal, you can submit your application and payment online using the YourCouncil online application system. As a renewal candidate, you do not need to create an account. You already have an existing account. To access your account follow these 5 easy steps:

1. Access your existing YourCouncil profile here: <https://www.cdacouncil.org/yourcouncilfor-cda-candidates>.
2. Under "Renewal CDA Candidates" click RESET PASSWORD. You will receive an email with your username and password.
3. Access the log in screen at yourcouncil.org.
4. Once logged into your account, select "CDA Renewal", click CREATE NEW CDA RENEWAL APPLICATION.
5. Follow the online instructions to complete your application and submit your payment. Note: You will be asked to upload documentation of your First Aid and Infant and Child (Pediatric) CPR certification directly to your application.

Q – What do I send them?

A – You will be asked to upload documentation of your First Aid and Infant and Child (Pediatric) CPR certification directly to your application. You **DO NOT** send them copies of your training certificates or your membership card. The Reviewer will confirm that you have met these requirements.

Q – There is so much to do. Can the Child Care Council help me with all these steps?

A – Absolutely! A CCCW specialist can help you every step of the way.

Q – How do I start?

A – Send an email to cda@cccwny.org. Tell us your name, where you work, the setting of your original CDA, and your renewal date. The first step will be to review your training certificates and tell you how many hours you have so far. You can fax or email them to us or you can come to the Council to drop them off. Please include a copy of your CDA certificate. You will be able to work with a specialist by email and with phone calls.

The Child Care Council is happy to support you in every way we can, so that you can renew your CDA credential.