



## RENEWING YOUR CDA CREDENTIAL!!

The Child Care Council is ready to assist you in renewing your CDA credential!

All of the renewal information and information on how to submit your renewal can be found at their website - <http://www.cdacouncil.org/credentials/renew-cda>

### Fast facts:

- ☐ **Know your renewal date!** Look at the date on your CDA certificate from the Council for Professional Recognition. This is NOT the date on the 120-hour CDA course certificate.
  - ***If you received your CDA before June 1, 2013***, your next expiration date is five years from your last renewal. When you renew your credential next time, you will receive a notice that you must renew every three years going forward. For example, Mary received her CDA on May 15, 2010. She renewed her credential three years later on May 15, 2013. Her next expiration date is May 15, 2018 (five years later). When she renews her credential in 2018, she will go on a three-year renewal schedule.
  - ***If you received your CDA after June 1, 2013***, you must renew it within three years of the initial award date and every three years afterward. For example, Jane received her CDA on August 1, 2014. She must renew her credential before August 1, 2017 and every three years after that.
- ☐ Don't be late! You must renew your CDA Credential before it expires in order to remain an active CDA, no exceptions or extensions. If your CDA Credential expires, you will have to reapply as a new/first-time CDA Candidate. You might need to update your portfolio, but you won't have to retake the 120-hour CDA course. If the Council for Professional Recognition has your correct email address, you can receive notices to let you know ahead of time before your CDA Credential expires.
- ☐ You can only renew the CDA you received – Infant Toddler, Preschool, or Family Child Care
- ☐ You can apply for CDA renewal six months before your credential expires.

### What you need to renew:

- ☐ Education requirements – 45 clock hours of training in early childhood development or one 3 credit-hour college course (**SEE BELOW FOR IMPORTANT INFORMATION!**)
- ☐ And Early Childhood Education professional to write a letter of recommendation
- ☐ CPR/First Aid Certification
- ☐ Documentation that in the year before your renewal date you worked 80 hours with children in the age group of your CDA
- ☐ Membership in a national or local early childhood professional organization

### The education requirements –

- ☐ All trainings must have been completed from the day after the date on your CDA certificate to the day you renew (Training attended before your previous CDA may not be used to meet the renewal requirement.).
- ☐ Your OCFS licensing period and the years of training for your CDA renewal **are not the same!**

- ☐ All of the trainings must be on early childhood education and/or child development for the ages of the children for your CDA
  - For CDAs with an Infant-Toddler credential, all coursework must be in early childhood education and/or child development for ages birth to 36 months.
  - For CDAs with a Preschool credential, all coursework must be in early childhood education and/or child development for ages 3 to 5 years.
  - For CDAs with a Family Child Care credential, all coursework must be in early childhood education and/or child development for ages birth to 5 years.
- ☐ Each training may only be taken once in the 3 (or 5) years. For example, you may have taken Mandated Reporting/Shaken Baby two times in the 3 years, but you can only use this training once towards the 45 hours.
- ☐ Not all of your trainings can be used for CDA renewal. The trainings must be on early childhood development and the work you do directly with the children.
  - They will not accept -
    - CPR/First Aid course hours
    - Business training hours
    - Training hours on OCFS Regulations
    - MAT training hours
- ☐ The trainings must have been given by an agency or organization with expertise in early childhood teacher preparation.
  - The Council for Professional Recognition does not accept training provided by individual consultants. This includes the director of your center.

**Need assistance? The Child Care Council can –**

- ☐ Answer your questions about renewal
- ☐ Review your training certificates
- ☐ Suggest trainings that will meet the requirements
- ☐ For Family and Group Family providers and staff, supply a specialist to write your letter of recommendation

Contact Idie Benjamin, Director of Professional Development, at [idieb@cccwny.org](mailto:idieb@cccwny.org) or 914-761-3456 ext. 108.

**Resources:**

- ☐ Infant Toddler CDA Renewal Guide  
[http://www.cdacouncil.org/storage/documents/Renewal\\_Procedures\\_Guides/IT\\_Renewal\\_Guide\\_final\\_12-8-15.pdf](http://www.cdacouncil.org/storage/documents/Renewal_Procedures_Guides/IT_Renewal_Guide_final_12-8-15.pdf)
- ☐ Preschool CDA Renewal Guide  
[http://www.cdacouncil.org/storage/documents/Renewal\\_Procedures\\_Guides/Preschool\\_Renewal\\_Guide\\_final\\_12-8-15.pdf](http://www.cdacouncil.org/storage/documents/Renewal_Procedures_Guides/Preschool_Renewal_Guide_final_12-8-15.pdf)
- ☐ Family Child Care Renewal Guide  
[http://www.cdacouncil.org/storage/documents/Renewal\\_Procedures\\_Guides/FC\\_C\\_Renewal\\_Guide\\_final\\_12-8-15.pdf](http://www.cdacouncil.org/storage/documents/Renewal_Procedures_Guides/FC_C_Renewal_Guide_final_12-8-15.pdf)