

# 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
<b>Renewal Application Packet</b>	<b>Within one year before application</b>	<b>Anytime after the award date of most recent credential</b>	<b>Anytime before application</b>	<b>Anytime before application</b>	<b>Apply as early as six months prior to credential expiration</b>	<ul style="list-style-type: none"> <li>Council makes credentialing decision to award or deny CDA Renewal Credential</li> </ul>
<ul style="list-style-type: none"> <li><b>Purchase</b> Renewal Packet from the Council's online store.</li> </ul>	<ul style="list-style-type: none"> <li>Request a letter from <b>employer</b> to:                             <ul style="list-style-type: none"> <li>- verify 80 hours of work experience with children</li> </ul> </li> <li>Select an <b>ECE Reviewer</b> to:                             <ul style="list-style-type: none"> <li>- complete your recommendation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain <b>Face-to-Face</b> Red Cross or other nationally recognized agency First Aid and Infant/Child (Pediatric) CPR certification.*</li> </ul> <p><i>*Certification must be current at the time of application. Online training not accepted.</i></p>	<ul style="list-style-type: none"> <li>Obtain an <b>individual</b> membership to an ECE professional organization.</li> </ul> <p><i>*Membership must be current at the time of application</i></p>	<ul style="list-style-type: none"> <li><b>Online (\$75):</b> Create a YourCDA online profile and complete renewal application. Process payment through YourCDA system. Submit documents with cover letter by fax, mail or email.</li> <li><b>By mail (\$100):</b> Submit paper application with all documentation and payment to the Council.</li> </ul>	<p style="text-align: center;"><b>Renew</b></p> <ul style="list-style-type: none"> <li>Credential must be renewed every 3 years*</li> </ul> <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
<b>Renewal Preparation Guide</b>	<b>Within one year before application</b>	<b>Anytime after the award date of most recent credential</b>	<b>Anytime before application</b>	<b>Anytime before application</b>	<b>Apply as early as six months prior to credential expiration</b>	<ul style="list-style-type: none"> <li>Council makes credentialing decision to award or deny CDA Renewal Credential</li> </ul>
<ul style="list-style-type: none"> <li><b>Download and print</b> Renewal Guide from the Council's website in the setting of your expiring credential.</li> </ul>	<ul style="list-style-type: none"> <li>Select an <b>ECE Reviewer</b> to:                             <ul style="list-style-type: none"> <li>- complete recommendation</li> <li>- verify 80 hours of work experience with children*</li> </ul> </li> </ul> <p><i>*Work experience must be specific to credential type</i></p>	<ul style="list-style-type: none"> <li>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.*</li> </ul> <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"> <li>Obtain <b>Face-to-Face</b> Red Cross or other nationally recognized agency First Aid and Infant/Child (Pediatric) CPR certification.*</li> </ul> <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"> <li>Obtain membership to an ECE professional organization:                             <ul style="list-style-type: none"> <li>- as an Individual</li> </ul> </li> <li><b>OR</b></li> <li>- as part of a center</li> </ul> <p><i>*Membership must be current at the time of application</i></p>	<ul style="list-style-type: none"> <li><b>Online (\$125):</b> Create a YourCDA online profile and complete renewal application. All documents and payment will be submitted to the YourCDA system.</li> <li><b>By mail (\$150):</b> Submit paper application with all documentation and payment to the Council.</li> </ul>	<p style="text-align: center;"><b>Renew</b></p> <ul style="list-style-type: none"> <li>Credential must be renewed every 3 years</li> </ul>