

## CDA with CLASS®

# The CDA Council Credentialing Process

**Congratulations!** If you have recently graduated from the CDA (Child Development Associate) with CLASS program, you are probably wondering "what's next?"

After graduation from [CDA with CLASS](#), you will work with the [Council for Professional Recognition](#). Be sure to check your CDA with CLASS homeroom - there is guidance for you there - especially on how to get started.

Let's be real for a moment - you have worked hard. You completed 120 clock hours of Professional Development with Teachstone, and you probably have your Professional Portfolio almost complete! **But there is a bit more work to be done.**

Securing your credential means you **have to be persistent!** Each step of the process you complete demonstrates that you are a professional and that you are **willing to go the extra mile in your career**. But it's not super easy - though once you figure out the process, you will be so proud of your accomplishments! How do I know this? I received my CDA way back in the early 90s! And it's because of my own CDA that I am writing this to you right now! I'll tell you my whole story another time, but just know - **I really want you to do this!**

Let's walk through what you need to do.

1) **Create an [account](#)** on the Council for Professional Recognition's website. You are considered an Initial Candidate (unless you are renewing your CDA). You can watch a webinar that explains how to create an account [here](#).

Okay, now that you have an application created, there are 5 steps remaining. Here is what is left to do (image credit - Council for Professional Recognition):

## Application Progress



2)

**Pre-Application** (that yellow box) can be started at any time during your preparation process. Watch the webinar to explain the [pre-application process](#). Here you select your credential type (Center-Based Preschool, Center-Based Infant Toddler, or Family Child Care) - and be super careful! Once you select that type, it can't be edited without contacting the Council! In pre-application, you are verifying your 480 required hours of working with children and your 120 clock hours of Professional Education. Here I want to give you a tip:

When you fill out your CDA application, and you get to the **Professional Education** section, you can do the following:

\*Select "Clock Hours"

\*Choose the **start date** of your CDA with CLASS program - then the end date when you finished the program

\*Enter **120** for the number of clock hours (it was 40 clock hours for each course or it was a total of 120 clock hours if you were in the On-Demand version) in the "Education Credits Earned" box

\*Type in "**Teachstone Training**" for the Training Facility Name

\*Choose "**Private Training Organization**"

\*Choose "**Birth - 5 years**" for the "Type of Setting"

\*Then, **upload your three certificates** (or your set of 8 certificates from CDA with CLASS On-Demand) from your Homeroom

\*Be sure to hit "Save" or "Save and Continue"

3) **Application** (that blue box) - Okay, now you dig into your application. Watch the webinar for this section [here](#)! **This section is officially completed after all the prerequisites are done. This means you are really ready to get going! You will enter your Center Director's contact info (or FCC owner info). To complete this section you need to have already located and selected a PDS (Professional Development Specialist) through the Council. To locate and select your PDS:**

\*Click on ["Find a PD Specialist"](#) on the Council website

\*Fill out the search information

\*Click on the "pins" to locate a PDS near you

\*Fill out the "Contact" information

4) **Pre-Submittal Review** (the orange-colored box) - here you are going to start to pay the application fee. Watch the tutorial to walk you through payment [here](#). For each of you, this part may be a little different. You might be self-pay or your agency is paying (this is done with a credit card). You might be paying with a voucher code.

5) **Checkout** (the green box) - Okay - pretty basic guidance on how to actually submit the payment. The webinar guidance is [here](#). Please note - if you are paying with a voucher number, and that voucher number isn't working, the webinar tutorial will explain what to do.

6) **Ready to Schedule** (the purple box) - When you pay your application fee, you now have **6 months** to complete the rest of the credentialing process. Watch the tutorial webinar about Ready to Schedule [here](#)! And **this is super important** - you are going to receive an email from the Council with all of the directions for:

**Scheduling your Exam (you will have an Exam Information Tab)**

\* Watch this [tutorial](#) - it's all about how to register for your exam! You will have to create a Pearson Vue account. Hang in there, I know this is a lot - you can do this!

\* Are you nervous about taking the exam? Watch this tutorial titled ["Preparing for the CDA Assessment."](#) It is about 25 minutes long, so block in a little quiet time.



### Scheduling your Verification Visit (you will have a Verification Visit Information Tab)

\* The "[Completing the CDA Verification Visit and Exam](#)" is about 20 minutes long, and will give a deeper dive into the Verification Visit and Exam. Grab your Competency Standards book for this webinar!

The Exam and the Verification Visit can be completed in any order! **Please note - we do not have access to the Exam or Verification Visit information here at Teachstone** - but we have watched the webinars all linked above. We encourage you to watch the tutorials too and read over everything in your Council application!

I wish you the best of luck as you complete the CDA credentialing process. You can do this! Hang in there, seek help from the Council, your colleagues, this CDA with CLASS Forum, and of course, us too if we can help!

How to contact the **Council for Professional Recognition**:

By email: [cdafeedback@cdacouncil.org](mailto:cdafeedback@cdacouncil.org)

By phone: (800) 424-4310

