

HOW TO EASILY RENEW YOUR CDA®

Step 1

Download the free CDA® Renewal Procedures Guide

This guide provides extensive detail on how to meet the requirements, including timeframes and setting-specific documentation outlined in Step 2.



Step 2

Complete and Provide Proof of the Following Three Requirements

✓ **Proof of Professional Development, including**

- Documentation of Continued Professional Education specific to your CDA credential type
- Membership in a National or Local Early Childhood Professional Organization

After completion, choose a Verifier to review and confirm your professional development documentation.

✓ **Proof of Continued Work with Children**, including 80 hours of work experience specific to your credential type and a recommendation from an ECE Reviewer.

✓ **Proof of your Competency in Child Safety**, including documentation of your *First Aid and Infant and Child (Pediatric) CPR Certification.*

Step 3

Apply for CDA® Renewal Funding

67% of surveyed CDA holders were able to get financial support from their employer for their CDA Renewal.

Be sure to check for financial aid through scholarships and grants in your area via the QR code here!



Step 4

Submit Your CDA® Renewal Application

Submit your renewal application online via your account in **yourcouncil.org**.

Be sure to submit your application on or before the date that your current CDA expires!

