

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

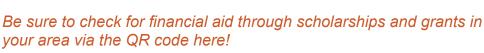
After completion, choose a Verifier to review and confirm your professional development documentation.

- **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.





### 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!

