



CDA Provider Support Process

Step 1: CDA Council Account Creation

- The CCR&R CDA Team will assist the child care professional with creating an account on the CDA Council website. [Educator Pathways - CDA Council](#)
- The professional will select the appropriate CDA Pathway based on their classroom and age group experience.

Step 2: Review and Attainment of Training Hours

- Professionals must complete 120 training hours before starting the CDA application.
- The CCR&R CDA Team will review training records, transcripts, and certifications with the professional to ensure alignment with the appropriate CDA competency standards. *Please Note: As of 11/18/25, certificates must be provided to the CDA Council for verification of all trainings.*
- If any CDA competencies are not covered by current training, the CCR&R CDA Team will work with the professional to create a Professional Development Plan that outlines targeted training opportunities to complete the remaining required hours.

Options to complete CDA training hours:

<p>CCR&R: Free live training, offered in person and virtually, aligned with CDA competencies.</p>	<p>iCDA: A 120-hour online training series that includes portfolio and exam prep resources. iPD: Additional asynchronous online training options.</p>	<p>ProSolutions: Complete free online training through TCCOTS or complete all CDA training requirements through ProSolutions for \$399.</p>	<p>College Courses: Submit official transcripts showing 120 clock hours covering the eight CDA subject areas.</p>
--	---	--	--

- The CCR&R CDA Team will provide regularly scheduled check-in communication (virtual office hours and/or Peer Learning Groups) with the candidates to ensure each candidate is moving forward with their Professional Development Plan and provide resources or support as desired by the candidates.



Step 3: Verification of Experience

Within three years of submitting the CDA application, candidates must verify at least 480 hours of professional experience within the age group corresponding to their selected CDA pathway. For example, individuals pursuing a Preschool CDA must submit a letter from a qualified verifier confirming that they have completed a minimum of 480 hours working with children ages 3 to 5. The CCR&R CDA Team will assist the candidate, if needed, with submitting this verification.

Step 4: Portfolio

CCR&R will provide a CDA Competency Standards Book to professionals pursuing the credential and will also host Peer Learning Groups, dedicated office hours, and regional in-person coaching sessions to assist candidates in developing their CDA portfolio.

Step 5: Application

With CCR&R support, the candidate will visit the [CDA Council website](#) to pay the application fee and submit the application.

Step 6: CDA Exam

The candidate will schedule their exam through the CDA Council website (Child Development Associate (CDA) Credential testing with Pearson VUE).

Step 7: Verification Visit

CDA Verification Visits must be conducted by a Professional Development Specialist (PDS) who is a neutral observer. The PDS cannot be the same person assisting them with their CDA training and portfolio development. The CCR&R CDA Team will utilize CCR&R coaches who are PDS-certified through the CDA Council to complete the required observations.

Important: *Candidates who achieve a qualifying level of competence on the CDA® exam, when considered alongside all CDA requirements, including training, work experience, and the professional portfolio, may now be eligible for an expedited award decision that does not require a verification visit.*

We're Here to Support You



For personalized support, please reach out to Jennifer Vinson, CCR&R CDA & Accreditation Coordinator, jennifer_vinson@signalcenters.org