

Renewing your CDA:

- **Purchase a Renewal Packet**

- **Gather the 5 Required Requirements**

- 1** Document proof of 4.5 CEUS, 3 College credits, or 45 clock hours in Early Childhood Development.

- 2** Proof of current First Aid and Infant/Child CPR certification.

- 3** Proof of individual membership to a National or Local Early Childhood membership organization.

- 4** Letter on letterhead verifying at least 80 hours of work experience with children in the past year.

- 5** Letter of Recommendation written by an Early Childhood Reviewer.

- **Submit the Renewal Application**, all 5 required renewal documents, and the \$100.00 Renewal fee to the Council.

- **Things to make the Renewal Process easier:**

- Apply on-line using YourCDA for expedited processing time.
- Purchase your packet early so that you have time to obtain/gather all required requirements.
- You can submit your completed renewal packet up to 6 months before the expiration date on your credential.
- Print clearly and remember to include an email address to receive email reminders in the future.
- The Council must received your renewal information **before** the expiration date on your credential.
- Please be aware that all renewal certificates that have an issue date of July 1, 2013 and forward are valid for three years, as of this date the Council no longer issues five year credentials.



**To learn more visit the Council's website at
www.cdacouncil.org**