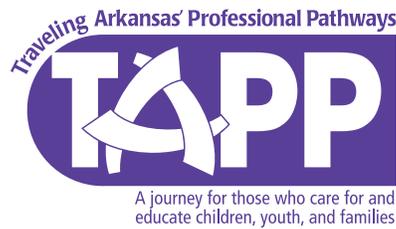


CDA Renewal

Requirements and Steps



It's not too early to plan for CDA renewal!

You have a Child Development Associate (CDA) Credential—congratulations! Now is the time to plan for CDA renewal. If you start early, CDA renewal is easy! Here are some Frequently Asked Questions (FAQs) that will make the road to CDA renewal an easy path to follow.

FAQs

When do I have to renew my CDA Credential?

- The first renewal is three years after receiving the Credential and then every five years thereafter.

When should I begin the CDA Renewal process?

- Begin the CDA renewal process the day you receive your CDA Credential.
- Create a file and label it *CDA Renewal*. Include the renewal date on the label.
- Place a copy of your CDA Credential in the file.
- Add to the file any documentation of early childhood/child development training and course work that meets the requirements for renewal as outlined in the CDA renewal packet.

What are the steps to CDA Renewal?

- Request a CDA Renewal Packet from the Council for Professional Recognition at least six months before your CDA Credential expires.
- Read all of the information in the CDA Renewal Packet.
- Make a plan for completing all of the requirements for renewal. Include a timeline or schedule to keep you on track.
- Complete all of the requirements for renewal.
- Submit your Renewal Application.

How do I get a CDA Renewal Packet?

- Contact the Council for Professional Recognition at www.cdacouncil.org or call 800-424-4310
- OR**
- Call Professional Bulk Distributors at 800-224-8103.

Is there any cost for CDA Renewal?

- There is a fee which you are required to pay to receive a Renewal Packet.
- There is also a \$50 renewal fee.



Division of Child Care
& Early Childhood Education



Arkansas Department of
Human Services

FAQs

What are the requirements for renewing my CDA Credential?

- Hold a current First Aid Certificate which indicates the endorsement. (Endorsement must be for Infant/Toddler, Child or Pediatric. Training options include: Red Cross, Emergency Medical Technicians, American Heart Association, Hospitals.)
- Have completed at least 4.5 Continuing Education Units (CEUs) which is 45 clock hours of training, or a three credit-hour course in early childhood/child development. (See back for specific information about available training.)
- Have a minimum of 80 hours of work experience with young children within the past 12 months.* Bilingual CDAs must have recent experience in a bilingual setting.
- Have an Early Childhood Education Professional complete a letter of recommendation regarding competence with young children.
- Hold current membership in a national or local early childhood professional organization.

**Note: You may only renew your CDA Credential in the original setting, age-level endorsement, and specialization. For example, if your CDA Credential is for a center-based preschool setting, then you must renew for the same setting and age level.*

What are Continuing Education Units (CEUs)?

- CEUs are clock hours of training rather than credit hours.
- One CEU is given for 10 clock hours of training. Therefore, you must complete 45 clock hours of training in order to have the required 4.5 CEUs for CDA Renewal.

Do all available trainings in the state offer CEUs?

Not all training offers CEUs. The following information will help you obtain the required CEUs for training:

- Refer to the list of training funded by the Division of Child Care and Early Childhood Education that offers CEUs. This training is free to qualified participants.
- Request information from professional early childhood organizations such as the Arkansas Early Childhood Association to determine if CEUs are offered for attendance at conferences.
- Request CEUs at the time of enrollment and attendance at training and/or conferences.
- Ask about the cost for CEUs. **Be prepared to pay a nominal fee.**
- Make sure the title of the training clearly indicates that it relates to early childhood/child development.
- Place your CEU Certificate in your CDA Renewal file.

If I am pursuing a degree or taking college courses, can I count one three-hour college credit course toward my CDA Renewal?

Yes, the course can count toward your CDA Renewal if it meets these two requirements:

- Course was taken after you received your CDA Credential.
- Course clearly relates to early childhood/child development.

Are any scholarship funds available for renewal?

The Division of Child Care and Early Childhood Education offers CDA Renewal Scholarships. For more information about the scholarships, contact:

Division of Child Care & Early Childhood Education
P. O. Box 1437, Slot S-160
Little Rock, AR 72203
800-445-3316 • 501-682-9699 • www.arkansas.gov/childcare

FAQs

When should I become a member of a professional organization?

- Join a professional organization NOW! As a CDA, you are an early childhood professional. By becoming a member of a professional organization you join with other professionals to establish a network for information and support and have opportunities for continued growth. By joining now and continuing your membership, you are meeting one of the requirements for CDA renewal.

Note: By joining now, you are avoiding the risk of realizing too late that you need to be a member of a professional organization in order to apply for renewal of your CDA Credential. Organizations are unable to immediately process your membership application and send you verification of membership.

How do I choose a professional organization to join?

- Begin by referring to your Professional Resource File for information about professional organizations.
- Consider these professional organizations:
 - **Arkansas Early Childhood Association (AECA)**
501-771-1680 • www.arkansasearlychildhood.org
 - **Southern Early Childhood Association (SECA)**
800-305-7322 • www.southernearlychildhood.org
 - **National Association for the Education of Young Children (NAEYC)**
800-424-2460 • www.naeyc.org
 - **Arkansas Head Start Association (AHSA)**
866-371-0740 • www.arheadstart.org
 - **National Head Start Association (NHSA)**
703-739-0875 • www.nhsa.org
 - **National Association for Family Child Care (NAFCC)**
800-359-3817 • www.nafcc.org

Who do I contact if I need additional information about CDA Renewal?

- Council for Professional Recognition at 800-424-4310 or www.cdacouncil.org
- Division of Child Care and Early Childhood Education at:
501-682-9699 • 800-445-3316 • www.arkansas.gov/childcare

CDA Renewal Planning Checklist

- _____ 1. Maintain a CDA Renewal file.
- _____ 2. Contact the Council for Professional Recognition for a Renewal Packet.
- _____ 3. Read the information in the packet.
- _____ 4. Fulfill all of the requirements for renewal.
- _____ 5. Request a CDA Renewal Scholarship.
- _____ 6. Submit CDA Renewal Application with all required documentation.

Professional Development Opportunities Offering CEUs

HOW to calculate CEUs:

4.5 CEUs are required for CDA renewal
CEUs are clock hours of training
10 clock hours of training = 1 CEU
45 clock hours of training = 4.5 CEUs

Questions to ask:

Does the training offer CEUs?
How many CEUs are offered for the training?
Is there a cost for the CEUs and if so, how much?
How am I to pay for the CEUs (check, cash, other)?
When can I expect to receive the CEU Certificate?

CDA Renewal Websites Offering Continuing Education Units (CEUs)

Look for training listings that are related to Early Childhood Education/Child Development

Go to:

Traveling Arkansas Professional Pathways (TAPP) Registry
<http://professionalregistry.astate.edu>
1-888-429-1585

OR

Division of Child Care and Early Childhood Education
<http://www.arkansas.gov/childcare>
1-800-445-3316

OR

Department of Higher Education
<http://www.arkansashighered.com/>
1-501-371-2000

A journey for those who care for and educate children, youth and families.



Traveling Arkansas Professional Pathways