

# Infant-Toddler CDA Renewal Checklist

Please feel free to use this handy checklist to keep track of your completed steps as you prepare and apply for your CDA renewal:

## Preparing for your CDA Renewal

- Complete professional education training courses or continuing education (4.5 CEUs, a 3 credit-hour course or 45 clock hours).
- Achieve First Aid and Infant/Child (Pediatric) CPR certification.
- Work with young children ages birth-36 months (80 hours minimum within the past year).
- Choose an ECE professional to write your recommendation.
- Join or renew your membership in a national or local ECE professional organization.

## Applying & Demonstrating for your CDA Renewal

- A.** Finalize your ECE Reviewer Recommendation.

**If applying online:** Ask your ECE Reviewer for his/her email address. You will be prompted by the online application system to send the ECE Reviewer recommendation request.

**If applying on paper:** Ask your ECE Reviewer to complete **Section D** of your *CDA Renewal Application* and the *Recommendation Form* on **page 19**. Your ECE Reviewer may also choose to type a letter of recommendation for you to attach with your renewal application. (Note: Please see the *Recommendation Form* in the Early Childhood Education Reviewer section for complete instructions.)

- B.** Make a copy and submit your professional education training documentation (transcript, letter or *Training Verification Form*)
- C.** Make a copy of your current First Aid and Infant/Child (Pediatric) CPR certification.
- D.** Make a copy of your proof of membership in a national or local ECE association.

**If applying online:** Once you have uploaded your documents to the YourCDA online application, submit the \$125 payment step of the online application process, this will transmit your application to the Council for review.

**If applying on paper:** Mail the above documents, A-D, along with your credit card information, check or money order for \$150, payable to the Council for Professional Recognition.

**\*\*All documents including payment (includes scholarships, vouchers, agency checks) should be mailed together.**

**MAIL TO: Council for Professional Recognition  
2460 16th Street NW  
Washington, DC 20009**