

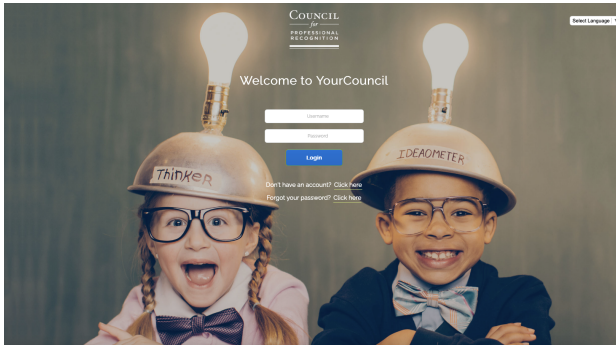
# PD Specialist Step-By-Step Guide

You've completed your 120 hours of coursework and your CDA Professional Portfolio—what now?

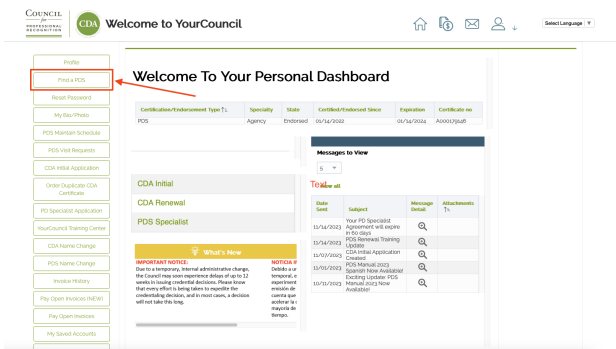
Before you submit your Initial Application, you will need to engage in a PD Specialist. The PD Specialist's role is to conduct the CDA Verification Visit and review your completed portfolio. This tutorial will teach you how to access the PD Specialist director and how to engage them.

Finding a PD Specialist:

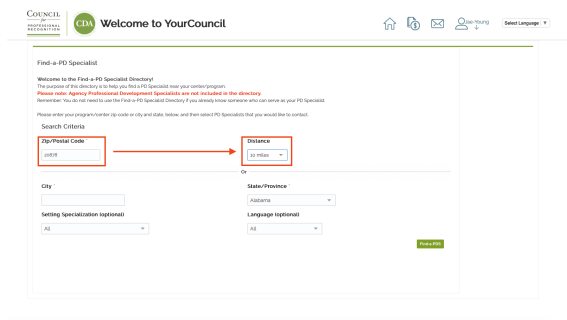
1. Log in to your [YourCouncil account](#).



2. On the left side of the page, you will see a vertical menu. Find the “Find a PDS” button and click on it.



3. In order to find a PD Specialist near you, you will need to search using *either* your zip code or city and state.
  - a. *If searching by zip code*, set the distance to at least 5 miles.



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- b. If searching by city and state, you are not required to also set Specialization or Language (if you are completing your CDA in a language other than English, then you will use this filter as well)

Welcome to YourCouncil

**Find a PD Specialist**

Welcome to the Find a PD Specialist Directory! The purpose of this directory is to help you find PD Specialists near your center/program. **Please note: Agency Professional Development Specialists are not included in the directory.** Remember, you do not need to use the Find a PD Specialist Directory if you already know someone who can serve as your PD Specialist.

Please enter your program/center zip code or city and state below, and then select PD Specialists that you would like to contact.

**Search Criteria**

Zip/Postal Code:

Distance:

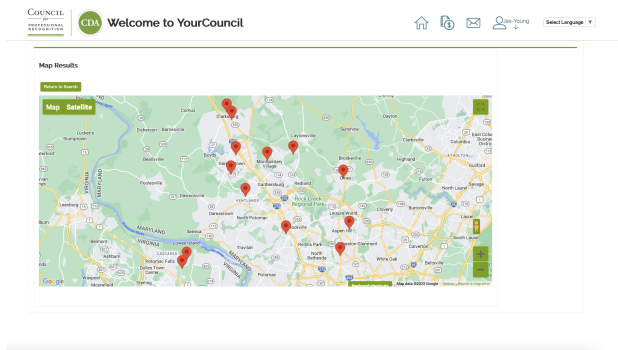
City:

State/Province:

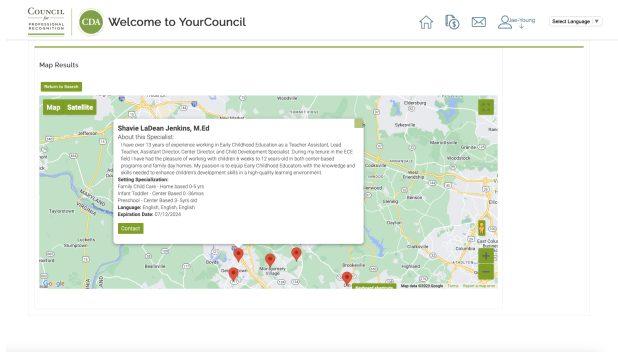
Setting Specialization (optional):

Language (optional):

4. You will see a map with red pins. Each pin stands for a PD Specialist available in your area.



5. Click on a red pin to find information about the PD Specialist and to contact them.



6. Click on the green "Contact" button, and you will be shown the following pop-up box:

**Contact Information**

**Contact A PD Specialist**

An email will be sent to the PD Specialist listed below informing them that you are looking for a PD Specialist to conduct your Verification Visit in the near future. They will respond to your inquiry within 48 hours to let you know of their availability.

Be sure to select a PD Specialist that lists the Setting and Language Specialization for which you will be applying.

**Note:** If the PD Specialist agrees to conduct your Verification Visit, they cannot schedule a Verification Visit date with you until after you submit your application and receive your **Ready to Schedule Notice**.

**PD Specialist Information**

Shavie LaDean Jenkins, M.Ed  
jenkins.ececonsulting@gmail.com



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7. Click on the “Submit Request” button once you’re ready to contact them.

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PD Specialist Information

Shavie LaDean Jenkins, M.Ed.

jenkins.ececonsulting@gmail.com

Cancel Submit Request

8. Once you receive confirmation from the PD Specialist that they will be able to do the verification visit, input their information (name and Council ID number) into your CDA application.

**Note:** In order to schedule the *date* of your verification visit, you will need to submit your application (either online or through the mail) **and** receive your “Ready to Schedule” notice from the CDA Council. You can find all updates on your [CDA Council Dashboard](#).

## Brief Frequently Asked Questions (FAQS)

1. **Q: We have a staff here at my program who is also a PD specialist. Can I ask them to do my verification visit?**  
A: No, they will not be able to serve as your PD Specialist due to the Conflict of Interest Policy. This applies if the PD Specialist is either an employee or a director in the same program. Other conflicts of interest may apply, such as if the PD Specialist has a financial/contractual relationship with you, the Candidate, or if they have previously served as your PD Specialist.
2. **Q: I have a PD Specialist near me who does not have my specialization. Can I still ask them to be my PD specialist?**  
A: The only PD specialists who can conduct your CDA Verification Visit must have the same specialization that you are looking for.
3. **Q: I can’t find a PD Specialist in my area. What should I do?**  
A: You can read the CDA Council at 1(800)424-4310. They are open 8:00 a.m. - 5:00 p.m. EST (holiday hours may differ) from Monday through Friday.
4. **Q: I want more information on how to find my PD Specialist. Where can I find it?**  
A: You can find more information by either visiting the [CDA Council website](#) or reading up on the process in your Competency Standards book.
5. **Q: What can I do in the meantime while waiting?**  
A: Review your portfolio—make sure that it is complete 120% by the time the PD Specialist arrives! You will not have a chance to change anything once the Verification Visit starts. In addition, make sure that you schedule your assessment through [Pearson Vue](#).



Free resource developed by [www.ChildCareED.com](http://www.ChildCareED.com)

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