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Child Development Associate (CDA) Frequently Asked Questions

The Child Development Associate (CDA) is a credentialing program developed to provide opportunities for teachers and providers to demonstrate their abilities, skills, and understanding of early childhood development and instruction. Candidates are assessed through their preparation of multiple sources of evidence, which includes a professional portfolio, resources, and competency statements, as well as undergoing an observation and assessment.

This document is a series of Frequently Asked Questions (FAQs) about renewing your CDA.

Q: How long is my CDA Credential good for?

A: Once granted, the CDA Credential is valid for three years.

Q: What are the types of credit I can get to renew the CDA?

A: There are 3 main types:

- Continuing Education Unit (CEUs): These credits are non-credit educational experiences awarded for participation issued by organizations accredited by the International Association of Continued Education Training (IACET). 1 CEU is typically equivalent to 10 hours.
- Clock hours: Also known as contact hours, clock hours are defined to be 60-minute spans of time with a minimum of 50 minutes of instruction. Clock hours are awarded by organizations offering programs of study and continuing education.
- Credit hours: These are hours completed in 2- and 4-year institutions, usually in semesters.

Q: When do I need to renew my CDA?

A: Applicants can send in their renewal application up to 6 months before their expiration date. It is important to remember that all renewal applications must be received by the CDA Council *by* the expiration date. Once a CDA Credential expires, applicants must reapply to obtain a new CDA Credential.





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Q: How do I renew my CDA?

A: All renewal procedures are explained in the CDA Council-produced renewal booklets:

- Infant/Toddler, Preschool, Family Child Care → [Procedure Guide](#)
- Home Visitor → [Procedure Guide](#)

It is important that the professional seeking renewal read through the guide prior to applying for renewal. The renewal application involves proof of verification of training, work experience, and safety.

Q: I have more than one CDA. Do I need to apply for more than one renewal?

A: Yes. Separate renewal applications are necessary per credential because the documentation required must be age-specific.

Q: I have more than one CDA and wish to renew at the same time. Can I do that?

A: Yes. Professionals seeking renewal are welcome to submit their applications at the same time.

Q: I no longer work with the age group that I have my CDA for. Can I renew for the age group that I am currently working with?

A: CDA credentials can only be renewed for the age group they were awarded for. If a professional wishes to be certified in another age group, then they must submit a new CDA application in the said age group.

Q: What are the methods of renewing my CDA?

A: Applicants can submit their renewal application either online or through the mail. There are different fees depending on the method.

Q: Are there any fees in renewing my CDA?

A: The online application costs \$125, while the paper one costs \$150. Payments are due with the application submission. For those who wish to pay via check or money order, submit the paper application and pay the \$150 fee, as the online application does not accept such methods. These fees are non-refundable.





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Q: I've submitted my renewal application. How long does it take for the CDA Council to reach a decision?

A: Processing times can vary; however, generally when an applicant has successfully submitted all elements of their application, they will receive a decision from a minimum of 2 to 4 weeks for online applications and 4 to 6 weeks for paper. This period is greatly dependent on the volume of applications being submitted to the CDA Council.

For more information, please visit the CDA Council at <https://www.cdacouncil.org/en/>

