CDA Application Process

Step One: Foundations of Child Development Course

- Set up your online Professional Portfolio
- Begin completing assignments and uploading the CDA assignments to your online portfolio.
- Ensure your CPR and First Aid Certification is up to date
- Ensure you have received your CDA Handbook (should receive before the end of the course)

Step Two: Curriculum and Instruction Course

- Continue to complete assignments and uploading the CDA assignments to your online portfolio
- Ensure your CPR and First Aid Certification is up to date

Step Three: Health, Safety and Nutrition Course

- Determine your intent to apply or not to apply for the CDA Credential in this course.
- Complete your Professional Portfolio and upload all CDA assignments from your courses into the online portfolio- refer to the Portfolio Tab for more information
- Print the Documentation of Formal Education provided on the Rasmussen CDA Credential Guide under the Educational Requirement Tab
- Complete My Education Summary Form (Found in your CDA Handbook)
- Navigate to the “Next Steps in the CDA Application” course link – you can find this link on your Student Portal home page
- Follow Application Steps provided in the “Next Steps in the CDA Application” course
- Begin CDA application by visiting [www.cdacouncil.org](http://www.cdacouncil.org) and selecting *Your CDA in the upper corner.*

Use this Step-by-Step Guide for how to apply (Insert Step-by-Step Online Application document here)

Step Four: After successful completion of Health, Safety and Nutrition

Approximately 2 weeks after submitting proof of application to the “Next Steps in the CDA Application” course:

- Your CDA Payment Voucher Code will be sent to your Rasmussen Student Email (smail)
- Navigate back to *Your Council* account on the CDA website and enter in the Voucher Code into the payment portion of the application.
• You must redeem the Voucher Code by entering it into the application within 6 months of receiving it or the Voucher Code will expire. We cannot reissue a Voucher Code due to expiration.

**Step Five: Ongoing – Check your *YourCouncil* account**

• Check for “Ready to Schedule” notice in *YourCouncil* account at the [www.cdacouncil.org](http://www.cdacouncil.org) website.

• Schedule your PD Specialist visit and CDA Exam (ONLY if you received the “Ready to Schedule”)

• Complete your CDA Portfolio for the Verification Visit