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 provided by your instructor
- Follow Application Steps provided in the “Next Steps in the CDA Application” course
- Begin CDA application by visiting www.cdacouncil.org and selecting YourCDA

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 will be sent to your Rasmussen Student Email (smail)

_____ Print the CDA Cover Letter (proof of application received from your initial application) and CDA Payment Voucher
Fax, e-mail or mail both the Cover letter and CDA Payment Voucher to the CDA Council address located on the CDA Cover Letter (Email is highly recommended)

NOTE: The Voucher must be sent to the CDA Council within 45 days from receipt of CDA Payment Voucher email.
**After this time, the Voucher will expire and will no longer be valid for payment**

Step Five: Ongoing – Check your YourCouncil account

Check for “Ready to Schedule” notice in YourCDA account at the 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