CDA...
What Do I Have to Do with It?

Role of the Program Administrator in the CDA Credentialing Process

Debra Pierce, MS
Debra Pierce
Ivy Tech Community College of Indiana
dpierce@ivytech.edu
easycda.com
My teachers need a CDA. Can’t they just go ahead and do this without getting *me* involved? It’s just some training and a test, right?
• What is a CDA?

• What is the CDA Process?

• Meeting CDA Standards

• Who will be observing what?
A Little Background

- CDA
- Competency-based
- 1971… 1985
- A Pretty Big Club!
Council Standards

• A safe and healthy learning environment
• Advancing children’s physical and intellectual development
• Supporting children’s social and emotional development
• Productive relationships with families
• Effective program management
• A commitment to professionalism
• Regularly observing and recording children’s behavior
• Strong background in child development and developmentally appropriate practices
The Process

- Training
- Inquiry
- Collection of Documentation
- Application
- Verification Visit
- Credential Award
- Credential Renewal
OK...
Are there any other benefits?

For your teachers

For your program
1. Finding Training

Jack in the Box
Online
CDA Training
It’s quick, it’s easy!
Get your training hours in your jammies!
2. Confusion

What help does the Council provide?

You’re looking at it!
The Professional Resource File

3. Fear

The Verification Visit

The Advisor’s Observation
3. Need for Support
Doing Your Homework!

- Ask to see the Competency Standards Booklet
- Look over the Observation Instrument
Top 5 Mistakes that can Derail the CDA Process
#5 Denying the Lead
#4 Ignoring the Scuttlebutt
#3  Making Changes
#2  Failing to Address Problems
#1 Losing Paperwork or Missing Deadlines
How else can I help? Give me some ideas!

- Be available. Listen.
- Encourage a Self-Study... Then follow up!
- Help locate Resource File items
cdacouncil.org

- General information
- Resources
- Training Directory
- Newsletter
- Downloadable forms
- Scholarship information
- Online bookstore
- COMING SOON!

Council
for
Professional Recognition

CounciLINK

YourCDA
Early Childhood CDA Help

easyCDA.com

- Blog
- Links to helpful websites and support
- Booklists
- Information specific to center-based providers
- A page for Center Directors
- Helpful resources

- Pre-assembled Resource File binders
- Instructional DVDs
- The CDA Prep Guide
What else?

- Parent Questionnaires
- Be supportive and address issues with other staff members.
- Be responsible and reliable.
Finally…
More Questions?
For Additional Information

Handouts: Program Tips

• Center-based Preschool
• Center-based Infant/Toddler

easyCDA.com