CDA…
What Do I Have to Do with It?

Role of the Program Administrator in the CDA Credentialing Process

Debra Pierce, MS

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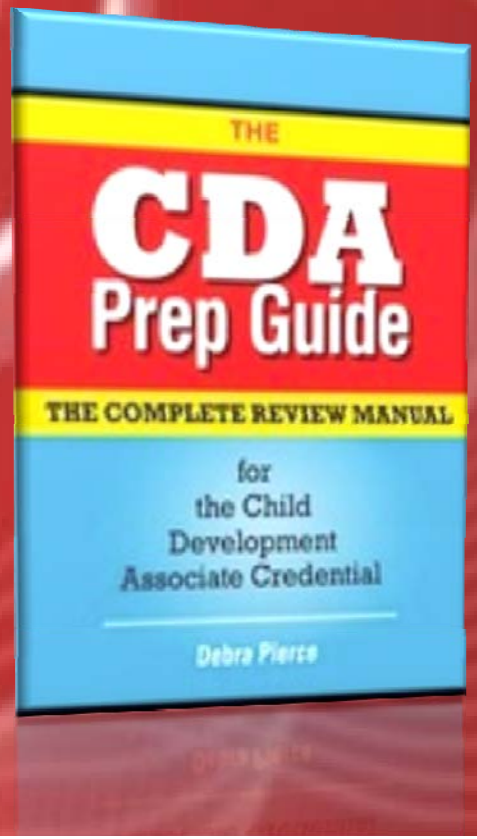
Ivy Tech Community College of Indiana



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?

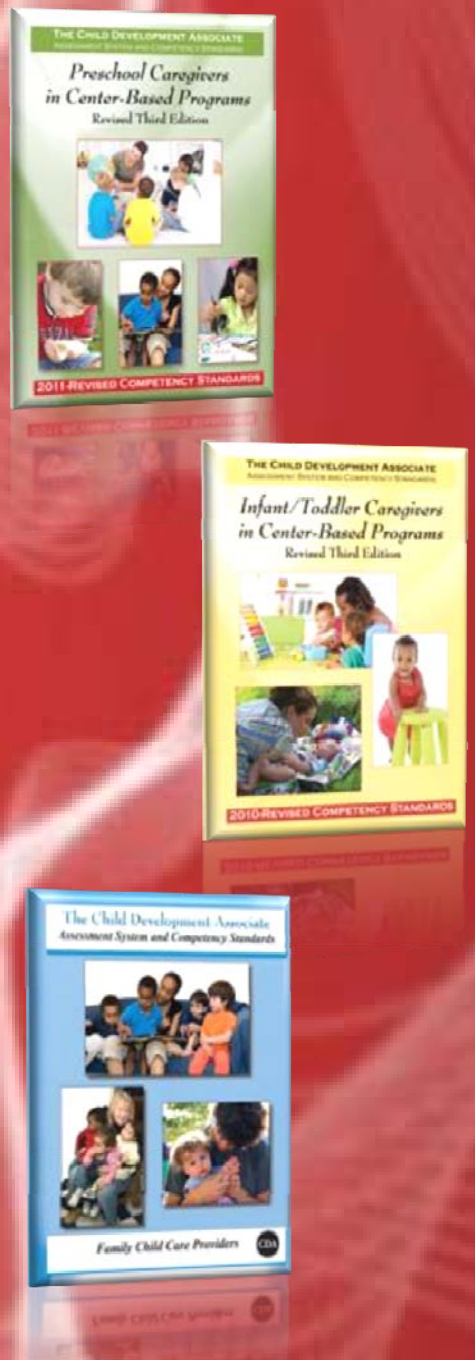
A Little Background…

- 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

What's the
BIG
Deal?!

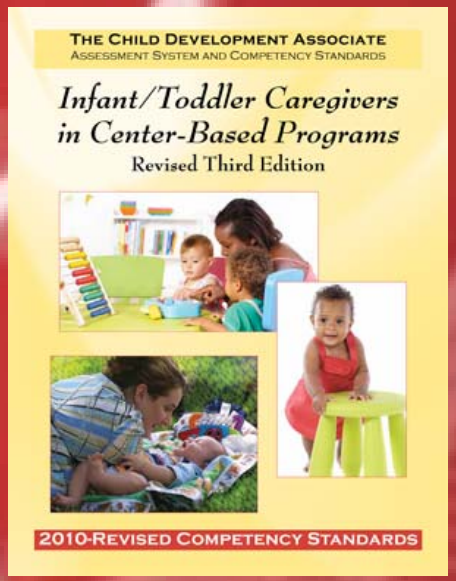
1. Finding Training

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

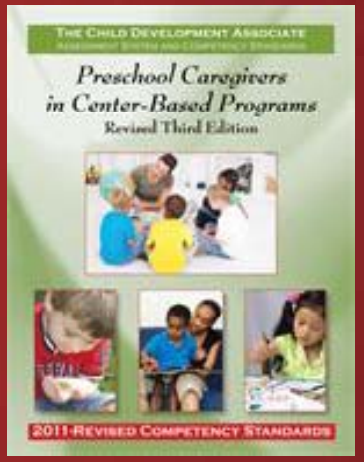
3. Fear

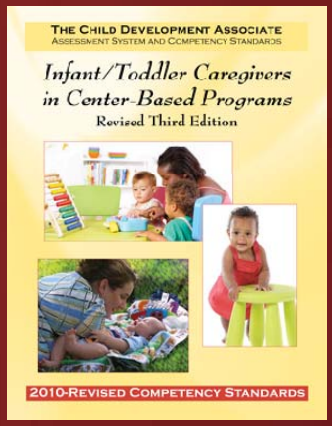
The Advisor's Observation

The Verification Visit

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

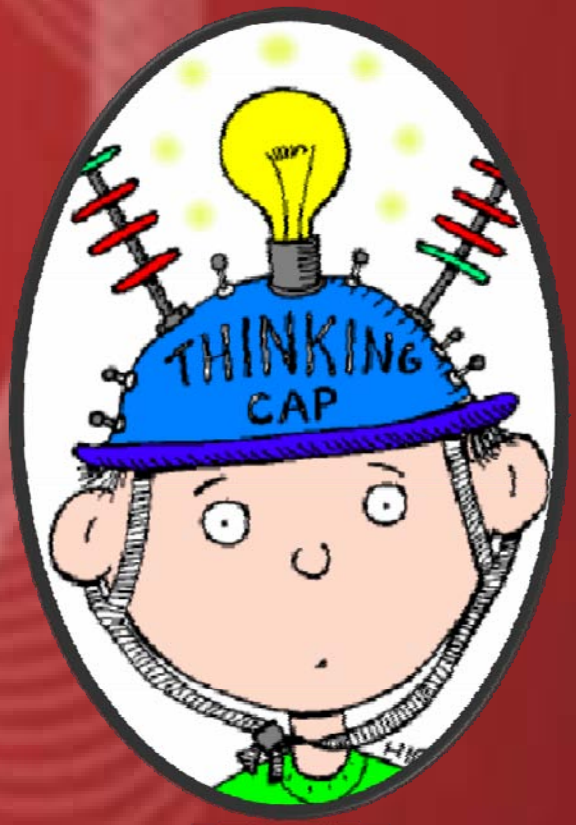
  - Pre-assembled Resource File binders
  - Instructional DVDs
  - The CDA Prep Guide

I can do that!
What else?

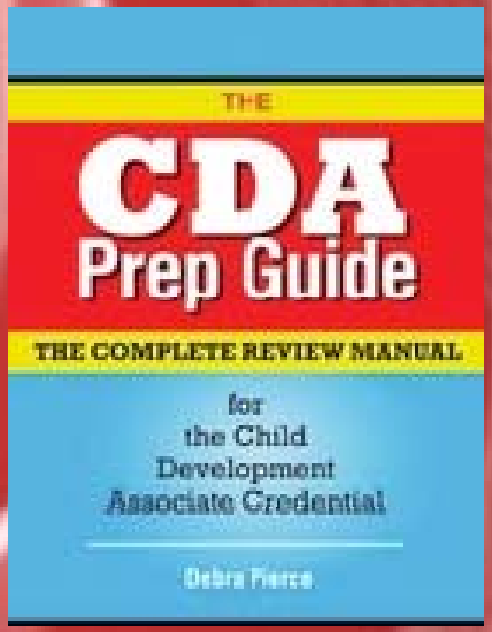
- Parent Questionnaires
- Be supportive and address issues with other staff members.
- Be responsible and reliable.

Finally…

More Questions?



For Additional Information



Handouts: Program Tips

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

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