



Pre-K Child Development Associate Credentialing Plan

Year 1: September-May 1st

- Introductory CDA information will be provided to TA's explaining CDA process & timelines
- TA will be assigned a login and password to begin online coursework through CCEI.
- Throughout the semester, TA will meet with their assigned Education Specialist to receive additional guidance, support and mentoring in completing the online coursework.
- TA will complete up to a total of 120 on-line hours and print out a *summary* of completion page for the Professional Portfolio.
- Prior training hours that fit into the 8 CDA Subject Areas can be counted towards the 120 clock hours. Send all training hours to Jackie Jones jjones@esc7.net to establish the needed on-line hours.
- TA will complete all required hours and their Professional Portfolio, to be checked by their Education Specialist by May 1st.
- If TA starts later than 9/1, timelines may be re-established by Assistant Director.

Year 2: September-December

- The TA will submit their on-line application to the Professional Council at <http://www.cdacouncil.org/yourcda> using a PO number given to you by Region 7 for payment. Specific step by step directions are provided on the Region 7 HS Website.
- The TA will contact their chosen Professional Development Specialist who will conduct the CDA observation in the TA's Head Start classroom. *TA will need to serve as lead teacher for this 2-4 hour observation.* The Professional Development Specialist will also review the Professional Portfolio Resource at this time.
- Either before or after the PD specialist visit, the TA will schedule and complete their on-line Early Childhood Studies exam at a PearsonVue testing site. Available sites found at <http://www.pearsonvue.com/cdaexam/>.
- Upon Council recommendation, TA will be awarded their CDA.
- If CDA is not awarded, TA may appeal the decision, following Council's stated guidelines and pay for the re-examination themselves or enroll in college at their own expense.
- If CDA is awarded the TA will provide a copy of the completed credential by e-mail to Jackie Jones at jjones@esc7.net

*Head Start CDA Candidates have a total of two years from hire date to complete CDA.

*Improving Head Start for School Readiness Act of 2007, Sec.648A. Staff Qualifications and Development
Region 7 ESC Head Start Teaching Assistant Credential Plan*