



## CDA-Ready Certificate Verification Form

Student Name \_\_\_\_\_

School \_\_\_\_\_

Instructor Name \_\_\_\_\_

Instructor Phone \_\_\_\_\_

Instructor Email \_\_\_\_\_

Child Development Associate (CDA) Requirements	“CDA-Ready” Requirements	Completed (date and teacher initials)
Be enrolled in an approved Occupational Child Care / Management Services Program, CIP 19.0708 or FCS child development course	Be enrolled in an approved Occupational Child Care / Management Services Program, CIP 19.0708 or FCS child development course	
Be able to speak, read and write well enough to fulfill the responsibilities of a CDA candidate	Be able to speak, read and write well enough to fulfill the responsibilities of a CDA candidate	
120 clock hours of formal education*	120 clock hours of formal education*	
480 hours of experience working with children**	480 hours of documented experience working with children	

\*Formal Education – no fewer than 10 hours in each of the eight subject areas.

\*\*480 hours must be with children ages 3-5 in a group setting for Preschool CDA or 480 hours of experience working with: Young Infants, Mobile Infants and Toddlers, if working on an Infant Toddler CDA.

### Professional Resource file - per the National Credentialing Program

Cover Sheet	Holder Sheet for “My CDA Professional Portfolio”	
Summary of Education	Educational Verification from Course/Instructor is placed in Tab A	
Professional Binder	Professional Binder/File Folder with dividers A-J	

Family Questionnaires	Student review of the questions posed on the "Family Questionnaire Tab B"	
Family Questionnaire Summary Sheet	Holder sheet for "Family Questionnaire Summary Sheet" is placed in front of collected. Tab B	
Reflective Dialog Worksheet	Reflective dialog Worksheet Tab C	
Statements of Competence - Goals I-VI	Statements of Competence – Goals I-VI, Tab D-H	
Resource Collection	Resource Collection Tab D - I	
Professional Philosophy	Professional Philosophy Statement, Tab - J	
CDA Assessment Observation completed by the CDA Advisor	CDA Assessment Observation Unofficial – completed by teacher and reviewed with student to provide feedback	
End of Program assessment (NOCTI) not required for CDA certificate	NOCTI 7933, Child Care Support Services Management Date taken _____	
	Attach PA Certificate of Competency or PA Skills Certificate achieved	Indicate date validated by Penn State Greater Allegheny Education Resource Center
"The Early Childhood Studies Review" administered by the CDA Council rep	"The Early Childhood Studies Review" administered by the CDA Council rep is not required for CDA-READY	
"The Oral Interview" conducted by the CDA Council rep	"The Oral Interview" conducted by the CDA Council rep is not required for CDA-Ready	

The following signature verifies that the above-named student has completed all of the CDA-Ready Requirements and is eligible to receive the CDA-Ready Certificate issued by the Pennsylvania Department of Education and the Bureau of Career & Technical Education.

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

Send the completed and signed verification form to:

Education Resource Center  
Penn State Greater Allegheny  
101 Ostermayer  
4000 University Drive  
McKeesport, PA 15132-7698  
FAX (412) 675-9067