CDA Verification Form: Instructions

Dear Early Learning and FCS Teachers:

The *CDA-Ready Certificate Verification Form* and the accompanying documentation forms (pre-school and infant/toddler) have been updated and are available on the PDE Bureau of Career and Technical Education website. If you are planning to have students work toward receiving this **pre-certification**, please follow the procedures below:

1)   Prepare a file for each child care student that is a candidate for the pre-certification. Keep the appropriate documentation form, either *Pre-school* or *Infant/Toddler*, on file at your school for three years. Include the evidence that supports the documentation. For example, a signed log of the *480 hours of experience working with children* should be attached to the documentation form.   Do not put a check or "x" in the completed column, but write in the teacher initial and date indicating when that requirement was met.

2)   Plan for the students to take the NOCTI 7933, Child Care and Support Services Management test in the spring, usually in April. Go to the NOCTI website, www.nocti.org, to see sample questions and formatting. This is a national end-of-program assessment, has a written and performance component, and has a cost associated with it. The content classroom teacher cannot administer the written portion, nor can s/he evaluate the performance component. If you are not familiar with the NOCTI testing process, please contact me so that we can discuss it. The student must pass the test with a score high enough to receive either the ***PA Certificate of Competency*** or the ***PA Skills Certificate*** (advanced) to be eligible to receive the *CDA-Ready Certificate*. (The NOCTI scores are reported to the Penn State Greater Allegheny Education Resource Center and will be validated by staff at this facility to determine eligibility).

3)   Sign and date the *CDA-Ready Certificate Verification Form* and send it to the Penn State Greater Allegheny Education Resource Center; the address is on the verification form. **DO NOT send the Preschool or the Infant/Toddler Documentation Form.**

*Note: The specific level of achievement for the PSSA is not included as part of eligibility for this pre-certification since the actual CDA certification's requirement is general in terms of academic proficiency.

Every student who receives the *CDA-Ready Certificate* should be prepared to be gainfully employed in a child daycare facility and be ready academically and experientially to "sit" for the actual CDA assessment.

If you have any questions or concerns, please send me an e-mail or give me a call using the contact information below. Thank you for your continued support of the CDA-Ready initiative.
Regards,
Jean

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