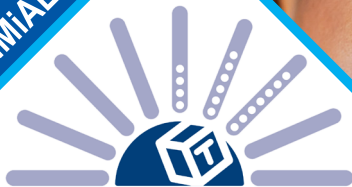


FIND  
OUT  
MORE

www.MIAEYC.org



**T.E.A.C.H.** Early Childhood®

**MICHIGAN**

A Program of Michigan Association  
for the Education of Young Children

For more information on  
how you can qualify for a  
scholarship, please call:  
**866.648.3224**

HOW  
TO  
QUALIFY

## CDA Application Process



**miaeYC**

Michigan Association for the  
Education of Young Children

## Child Development Associate (CDA) Assessment Scholarship

This scholarship is for you if you work in a child care center, group home, or family home and have completed the requirements for the CDA. This scholarship helps with the assessment fee charged by the Council for Professional Recognition. The Child Development Associate (CDA) is a nationally recognized credential that requires 480 hours of experience working with children within the last 3 years and 120 clock hours of training. These 120 clock hours of training can be obtained at community colleges or through other training organizations.

T.E.A.C.H. Early Childhood® MICHIGAN, MIAEYC | 839 Centennial Way, Suite 200 | Lansing, Michigan 48917-9277

T.E.A.C.H. Early Childhood® MICHIGAN, A licensed program of Child Care Services Association, Funded by the Michigan Department of Education

# CDA Application Process

## 1 Prepare to apply:

- ☐ Receive High School Diploma or equivalent.
- ☐ Complete 120 clock hours of formal training (community-based or college credit training).\*
- ☐ Complete 480 hours of work experience in desired setting.
- ☐ Purchase the competency standards book for desired setting from the Council for Professional Recognition. [www.cdacouncil.org](http://www.cdacouncil.org)
- ☐ Put together your professional portfolio.

\* *T.E.A.C.H. can help cover costs of CDA training taken for college credit*

## 2 Apply to the Council for Professional Recognition:

- ☐ Select a Professional Development Specialist.
- ☐ Complete the CDA application online at [www.cdacouncil.org](http://www.cdacouncil.org) until the payment portion.
- ☐ Print e-mail received from the Council indicating payment is due

## 3 Apply for a T.E.A.C.H. Scholarship:

- ☐ Fill out the T.E.A.C.H. application and submit to the T.E.A.C.H. office along with:
  - o Copy of your paystub or proof of income
  - o Copy of e-mail from [info@cdacouncil.org](mailto:info@cdacouncil.org) indicating payment is due with Customer ID# visible
- ☐ Once accepted onto the scholarship, you will be sent a contract to sign and return.
- ☐ Candidate payment portion: If your place of employment is star rated, your Star Rating Stipend will cover the candidate portion due and you will not receive an invoice from T.E.A.C.H. If your place of employment is not star rated, you will receive an invoice for 15% of the assessment fee.
- ☐ Once your candidate portion is paid, T.E.A.C.H. will authorize payment to the Council and you will receive an e-mail from [info@cdacouncil.com](mailto:info@cdacouncil.com) with your Payment Voucher Number.\*

\* *You MUST enter your Payment Voucher Number in your online Council application to receive your Ready to Schedule notice.*

## 4 Observation/Exam:

- ☐ Receive Ready to Schedule notice and complete the following:
  - o Schedule and complete observation from Professional Development Specialist
  - o Schedule and take the CDA Exam at a Pearson Vue Testing Site.

## 5 Receive CDA Credential:

- ☐ Submit a copy of your credential to T.E.A.C.H. to receive your bonus.