Many of you have worked so hard over the years to earn your CDA but then get caught up with life, working with young children, and think – “I have three years before it has to be renewed.” Three years can go by very quickly for many of us, so here are some steps you can take to ensure you are not caught off guard and wait too long to renew that CDA. Remember once an individual has received their CDA, it is valid for three years from the initial date the credential was awarded.

1. The **first step** is to purchase a renewal packet. The renewal packet is approximately $13 plus $5 for shipping and handling. No matter what your CDA setting is (preschool, infant/toddler, family child care, or home visitor) the renewal packet applies and includes all documents you will need to renew your CDA. You need to order your renewal packet from the Council for Professional Recognition (http://www.cdacouncil.org)

2. One thing you **must** work on throughout the three year period is training. It is **DIFFERENT** than required clock hours for licensing. So, the **second step** is to make sure you can provide proof of your training hours since earning the CDA. In order to renew your CDA you **MUST** earn at least 4.5 CEU’s (continuing education units) OR must take one three-hour college class. CEU’s are not the same as clock hour training required for licensing, but require an additional certificate. CEU’s are offered by a variety of institutions, including the Child Care Resource & Referral (CCR&R) at WKU, but require separate paperwork AND a separate fee in addition to registering for a training event. If you are relying on your training for this renewal, you **should** be earning CEU’s with all training courses you take over the three year renewal period. Staff at the CCR&R at WKU office can help you identify options that provide CEU’s for the training earned. If you want to use college coursework for these training hours, you need to show proof that a 3-hour college course has been completed successfully since earning the CDA award.

3. The **third step** is to provide proof of the following to the Council for Professional Recognition:
   - A current first aid certificate
   - You have been working with young children or families of young children within the past year for a minimum of 80 hours.
   - A completed Letter of Recommendation Form that is completed by an Early Childhood Education Professional. This form will be included with your renewal packet.
• Membership with a national or local early childhood professional organization within the past year.

4. The **fourth step**, after gathering all of this documentation, is to mail all required documents, along with the $50 fee to the Council for Professional Recognition. Their address can be obtained at the web address listed above. Once the packet is received, the Council will review all of your materials to be sure all information is complete. If everything you submitted to them is to their satisfaction, they will award your renewal of your CDA. If for some reason they believe your materials are incomplete, they will notify you and you will be given another opportunity to solve the issue. They will provide you with a specified time frame for completing and returning the information.

**A helpful hint:** It is always wise to make copies of all documents you submit to the Council as you never know what may get lost in the mail or on someone’s desk.

If you have questions about this process, please feel free to contact us at the CCR&R at WKU at 270-745-2216 or the Council for Professional Recognition at [http://www.cdacouncil.org](http://www.cdacouncil.org).

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