

Assignment 5b

The Assessment Process

The nationally recognized CDA credential is awarded by the Council for Professional Development in Washington DC, not awarded by a training program, technical school, or college. Although the institution or organization may award their own certificate, they cannot award the nationally recognized CDA which qualifies you for the School Readiness Tax Credit..



Receipt of the credential is based on an evaluation of your resource file, your observation, your skills review, oral interview, competency statement, and parent questionnaires. No one can guarantee that you can get a CDA.

THE CHILD DEVELOPMENT ASSOCIATE CREDENTIAL AWARDING PROCESS:

- Once your application is received, staff at the Council will review it for completeness.
- A specially training Council Representative will be assigned to you to conduct the assessment. This person must not be anyone who has provided your training, ever worked in your program are been your employer, or have any conflict of interest. This process verifies that your assessment will be accurate and objective.
- The representative assigned to you will contact you to be sure you have all necessary documents in your possession. She or he will likely not make an appointment at that time, but will wait to receive the necessary material from the council.
- Once the material is received, the representative will contact you to determine a place and time for the assessment. You are free to suggest locations that are comfortable or accessible to you. It is important that you be assessed in a location where you will not be disturbed by ringing phones or other people or conversation.
- You can expect the assessment to take 2-3 hours. You will be asked to take care of any personal needs and be sure you have a sharpened pencil and no other materials.

You will be given the skills review and will have two practice questions to be sure you understand the process. The skills review contains 60 multiple choice questions, usually with 4 possible answers. The instructions suggest that you read all possible answers, and then select the best one.

You will be shown photos and the rep will read a statement about the photograph. You will be asked to describe what you think of the photo. The rep will take notes about what you say and may read the scenario several times to you for additional comments.