

# Child Development Associate



the region's leading resource  
in early education and care

## A New Way to Renew Your CDA at 4C

Choose 4C to renew your CDA! Save time and money while connecting with a community of like-minded learners and early childhood education professionals in the comfortable learning environment you already know so well.



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### FIND OUT:

- What you need to renew
  - How to apply for renewal
  - Why choose 4C
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## A NEW WAY TO RENEW YOUR CDA AT 4C

### Why do I need to renew my CDA?

Your CDA credential is valid for three years. In order for your CDA to remain valid, you must renew your CDA prior to the date that it expires. There is no grace period.

### What happens if I let my CDA expire?

If your CDA expires you will be required to complete the entire process over. Contact 4C to find out about our next CDA Preparation Course.

### Why should I choose 4C?

4C offers a variety of flexible, convenient renewal options to fit your personal needs. Advancing in your early childhood career is a big step and requires detailed thinking and planning. Allow our CDA specialist to assist you in planning a renewal that fits your professional growth needs.

*I would like to thank 4C for providing a professional experience for four of my staff. Each was provided with a very positive experience and their individual growth has been wonderful to watch.*

— Debbie Frazier  
Center Director

## THREE STEPS TO RENEWING YOUR CDA

### Step One:

#### Training and Professional Development Plan

##### Training

CDA Renewal Candidates must provide documented proof of **one** of the following types of training in early childhood education, child development or principles of adult learning.

- 45 clock hours (must be Step Up To Quality approved training, registered through the Ohio Professional Registry at [login.occrra.org](http://login.occrra.org))
- 4.5 Continuing Education Units (CEUs)
- A three-credit-hour college course

These are in addition to the original 120 clock hours required when the Candidate obtained the original CDA Credential.

##### Professional Development Plan

Every professional has different needs. That's why the 4C Renewal Program provides the first five hours of training, then guides you in creating a professional development plan to meet your specific professional needs. This plan will be the road map to completing the additional 40 clock hours of training needed to apply for your renewal.

In addition, candidates can request an additional hour of one-on-one assistance with the 4C CDA Specialist for additional guidance.

### Step Two:

#### Collection of Documents

In addition to the training requirements, CDA Renewal Candidates must provide documented proof of each of the following:

- **Current Red Cross First Aid and Infant/Child (Pediatric) CPR Certification.** Certification must (1) include treatment of blocked airway and (2) provide rescue breathing for infants and young children.
- **A minimum of 80 hours working with young children or families** (within one year prior to renewal).

## THREE STEPS TO RENEWING YOUR CDA, CON'T

- **A completed Letter of Recommendation Form** regarding your competence with young children prepared by an Early Childhood Education (ECE) Reviewer.
- **Proof of current membership with a national or local early childhood professional organization.** Membership must be active/current at the time the Council receives your renewal information.

### Step Three:

#### Application and Credential Renewal Decision

When the training and the documentation is complete, the CDA Renewal Candidate completes an online renewal application and submits all necessary documents to the Council for review.

Renewal applications may be submitted no sooner than six months before your credential expiration date. **You must renew your credential before it expires.** Your credential will expire three years from the date of award.

Upon receipt of the application and supporting documents, the Council will decide whether to award the CDA Renewal Credential.

**To get started or for more information about CDA renewal, contact your 4C regional office!**

#### **4C Miami Valley**

1000 N. Keowee St.  
Dayton, Ohio 45404  
937-220-9660 x1333

#### **4C Southwest Ohio**

1924 Dana Ave.  
Cincinnati, Ohio 45207  
513-758-1333

#### **4C Kentucky**

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