

To: **CDA Candidate** (Independent Self-Study)
 From: **Penn State Better Kid Care**
 RE: **Required CDA Verification for Keystone Stars**

A CDA candidate who is in process of completing their CDA credential through Independent Self-Study will need to provide the following documentation to the STARS Specialist to show they are enrolled in a CDA program:

- ❑ **A letter from the CDA candidate’s Advisor stating the candidate’s progress.**

The letter should include information about the number of professional development training hours that have been completed, progress on written Autobiographical Statement, Statements of Competence, Professional Resource File Collection, and anticipated timeframe for Parent Opinion Questionnaires and CDA Observation Assessment.

- ❑ **Completed Professional Development Record. (CDA/PDR)**

The CDA Professional Development Recording device should include title of the training taken, date training taken and the CDA content area and CBK codes (Core Body of Knowledge) that corresponds with the training entry in your Professional Development Record. * See attached professional development CDA training record or visit <http://betterkidcare.psu.edu/page15h.html>

- ❑ **The following signed statement indicating the date you started your CDA Professional Preparation Program and the date you plan to submit your completed application to the CDA Council.**

I started the CDA Professional Preparation Program on _____.

I plan to submit my completed CDA materials and application to the Council for Professional Recognition by _____.

Signature _____ Date _____

Application Date	Verification Visit to Occur
December 1	1st Quarter Jan., Feb., March
March 1	2nd Quarter Apr., May, June
June 1	3rd Quarter July, Aug., Sept.
September 1	4th Quarter Oct., Nov., Dec.