



CDA Process – Home Visitor

<https://www.cdacouncil.org/en/educator-pathways/home-visitor/>

The CDA Three-Step Process

To earn a Home Visitor Child Development Associate® credential, you must complete a three-step process.

Prepare

ELIGIBILITY REQUIREMENTS

All requirements must be met before starting the application process.

EDUCATION

Any time prior to applying:

- Earn a high school diploma, GED (equivalent).
- Complete 120 hours of formal early childhood education and principles of adult learning, covering the growth and development of children ages birth to 5 years, with no fewer than 10 training hours in each of the eight Home Visitor CDA subject areas.

CDA® Subject Areas

- Promoting health and safety in the home environment
- Enhancing parents' skills to advance children's physical and intellectual development
- Promoting parents' use of positive ways to support children's social and emotional development
- Understanding family systems and development
- Managing an effective home visitor program operation
- Maintaining a commitment to professionalism
- Working across the child welfare continuum
- Understanding the principles of child development and learning

CDA® Training

Training can be obtained through a wide variety of organizations — from a single training agency or several training organizations. The organization must have expertise in early childhood education and teacher preparation and must provide official documentation of training completed.

The Council does not accept training provided by individual consultants or from a conference. A trainer is considered an individual consultant if they are providing training independently. A training agency must have two or more instructors in order to not be considered an individual consultant.

Acceptable forms of training documentation:

- College transcript from an accredited college or university
- Certificate of Training
- Letter of training on official letterhead of the agency(ies)

Documentation of training must include:

- Training agency name and address
- Training agency logo
- Course name(s)

Note: If course name does not include age reference, certificate must include the ages the training covered

- CDA subject area of training
- Candidate's name
- Number of hours/credits awarded
- Dates of training
- Official signature of instructor

CDA® Training Organizations

The Council maintains a list of CDA Gold StandardSM training organizations. These training organizations have successfully met the Council's criteria to provide quality CDA training to students. This list is meant to be a resource to candidates looking for quality CDA training. Please note that these are not the only acceptable training agencies, but rather a starting point for candidates who may have trouble locating a training agency.

FIND TRAINING

EXPERIENCE

Within 3 years of submitting your application:

Obtain 480 hours in a Home Visitor program serving families with children ages birth to 5 years.

DOCUMENTATION

Within 6 months of submitting your application:

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- Prepare your CDA professional portfolio. This is a collection of reference materials related to your work. You'll find detailed preparation instructions in the purple Home Visitor edition of the CDA® Competency Standards book.

- Select a CDA Professional Development (PD) Specialist™ to conduct your CDA Verification Visit®, which is part of your final assessment. Your PD Specialist will review your professional portfolio, observe you working with the children, complete a reflective dialogue with you, and submit score recommendations to the Council.
- All active CDA PD Specialists can be found and selected in YourCouncil. To access the Find-a-PD Specialist Tool, login to YourCouncil and click the Find a PDS button located on the left side menu. If you do not have a YourCouncil account, visit yourcouncil.org and click the option to create an account under the Login button.

Apply

COMPLETE YOUR APPLICATION

After all requirements are met:

1. Apply online using YourCouncil and pay the online assessment fee of \$425, or submit a paper application provided in the purple Home Visitor edition of the CDA® Competency Standards book with the \$500 assessment fee.
2. The non-refundable, non-transferable application fee must be submitted with your application. Make sure to secure the funds before you submit your application.

Learn more about applying for a CDA in [Other Languages](#).

[APPLY ONLINE](#)

Ready to Schedule

Once your CDA application is approved, you will receive your *Ready to Schedule* notice, and you can schedule your CDA Verification Visit®. Details are provided in the purple Home Visitor edition of the CDA® Competency Standards book.

Demonstrate

EARNING YOUR CDA®

- Once you have completed your CDA Verification Visit®, your results are electronically submitted to the Council by the CDA PD Specialist™.
- The Council reviews the results of your assessment and renders a credentialing decision. If your credential is awarded, the official Child Development Associate® credential will be mailed to you. In the unfortunate event your credential is denied, the Council will make recommendations on areas of improvement and let you know the next steps to take to earn the CDA credential.