

**Department of Human Services  
Bureau of Children and Adult Licensing**

**Child Care Centers  
Letter Series 2012-01**

Date: August 27, 2012

To: All Child Care Centers

From: James S. Sinnamon, Director  
Child Care Licensing Division



Subject: Using a valid CDA to qualify as a program director and lead caregiver

The CDA Credential is based on a core set of competency standards, which guide early care and education professionals as they work toward becoming qualified teachers of young children. Since its inception in 1975 over 275,000 CDA credentials have been awarded.

The initial CDA Credential issued to a person is valid for a period of three years. After that first renewal in three years, subsequent renewals are required every five years. The Council for Professional Recognition states that the purpose of the CDA renewal is to ensure that Child Development Associates are maintaining current knowledge and skills in their work with young children.

Recognizing the importance of maintaining a current and relevant skillset, child care licensing will begin requiring proof of a valid (non-expired) CDA when qualifying:

- A new program director under R 400.5103(3)(e).
- A new school-age program director under R 400.5302(3)(e).
- A new lead caregiver under R 400.5103a(5)(d).

**This policy is effective September 1, 2012.**

For individuals qualified after September 1, 2012 under these subrules, child care licensing consultants will verify that CDAs remain valid as part of the licensing renewal process.

Program directors and lead caregivers previously qualified with an expired CDA credential will remain qualified at this time.

The Child Care Licensing Division is in the process of revising child care center rules. As part of the rule revision process, the advisory committee is recommending that the rule language clearly indicate a valid CDA Credential is required when the CDA Credential has been used to qualify a program director or lead caregiver. The

proposed rules will give individuals needing to update their CDA Credential time to do so. (As with all of the proposed rule changes, public hearings will be conducted before the changes become effective.)

Currently there is a Renewal Amnesty Program sponsored by the Council for Professional Recognition. This program will allow anyone who has earned or renewed a CDA in the last ten years to apply for renewal, even if their CDA has expired. If you have a CDA with a credential date of January 2002 or later, you are eligible to participate in the Renewal Amnesty Program. Please note that this program will only last until December 31, 2012. Information on the amnesty program is available at <http://www.cdacouncil.org/the-cda-credential/how-to-renew-your-cda>.

Individuals with a CDA that has a credential date prior to January 2002 should go to [www.cdacouncil.org](http://www.cdacouncil.org) for information regarding earning a CDA credential, as a new CDA will be required if it will be used for licensing purposes in the future.

This information will also be added to the Technical Assistance and Consultation Manual.

If you have any questions about this memo, please contact your licensing consultant.

cc: Child Care Licensing Consultants