



## Credential Tip Sheet: Child Development Associate (CDA) Infant-Toddler

Career Cluster: Education & Training

CIP Code: 13.0000

CIP Program Name: Education, General

Assessment Agency: Pearson VUE

Credentialing Agency: Council for Professional Recognition

Industry-recognized credential: Child Development Associate (CDA) Infant-Toddler

### What are the content areas covered by the credential?

The CDA covers establishing and maintaining a safe, healthy learning environment, advancing children's physical and intellectual development, supporting children's social and emotional development, building productive relationships with families, managing an effective program operation, maintaining a commitment to professionalism, observing and recording children's behavior, and understanding principles of child development and learning.

Teachers can find more information at

[www.cdacouncil.org](http://www.cdacouncil.org).



### Credential Qualifications or Pre-requisites

To be eligible to test, a candidate must possess a high school diploma or equivalent; or be enrolled as a junior or senior in a high school Career and Technical Education program in the Education & Training Career Cluster. Students must apply to begin the credential process and develop a portfolio with training documentation. Students must log 120 hours of instructional time and 480 hours of work-based learning working with children ages 0-36 months in a center-based setting. Each CDA Credential will expire after three years but is renewable with continuing education.

### Exam Information

The exam consists of a verification visit and a written examination. The written test is taken online and consists of 65 multiple choice questions. Candidates have one hour and 45 minutes to complete the exam. A Professional Development Specialist conducts a verification visit which includes review of 120 hours aligned to the required content areas; review of portfolio and family questionnaires; and observation in the work-based learning setting. The decision is made using the verification visit scores and the exam score. Additional specific exam information, along with a practice test, can be found at [CDA Michigan | \(micda.info\)](http://micda.info) and through [PearsonVUE](http://PearsonVUE).

## Who is eligible for the credential?

Student concentrators in state-approved CTE programs who have completed at least two Perkins Course Competencies (PCC) with a 2.0 or better and have completed the qualifications and instruction required by the credentialing body may take the credential exam. Teachers can find more resources and information on the Michigan Department of Education's website [MDE - Education and Training \(michigan.gov\)](https://michigan.gov).

A PCC is a specific set of related CTE competencies based on standards from one CIP code that are grouped together. For Perkins V reporting, standardized courses will be termed "PCCs." (Source: [Perkins V FINAL Definitions: Course, Participant, Concentrator, Completer](#) memo)

Credentials earned may be recorded for students in the Career and Technical Education Information System (CTEIS) through August 31<sup>st</sup> of the student's graduation year. Step-by-step instructions on how to enter credentials in CTEIS can be found here: [Manage Credentials Guide](#).



## Contact Information

### Testing Information

Pearson VUE  
5601 Green Valley Drive  
Bloomington, MN 55437-1099  
Phone: 1-866-507-5627  
Website: <https://home.pearsonvue.com/cdaexam>

### Credential Information

Council for Professional Recognition  
2460 16th Street, NW  
Washington, DC 20009-3547  
(800) 424-4310  
Website: [Council for Professional Recognition \(cdacouncil.org\)](https://cdacouncil.org)

### CTE Program Questions

Candace Vinson, Education Consultant at 517-241-4355 or [VinsonC@michigan.gov](mailto:VinsonC@michigan.gov)

### Michigan CTE Assessment Policies

Dr. Valerie Milton, Research Consultant at 517-335-1066 or [MiltonV@michigan.gov](mailto:MiltonV@michigan.gov)

