



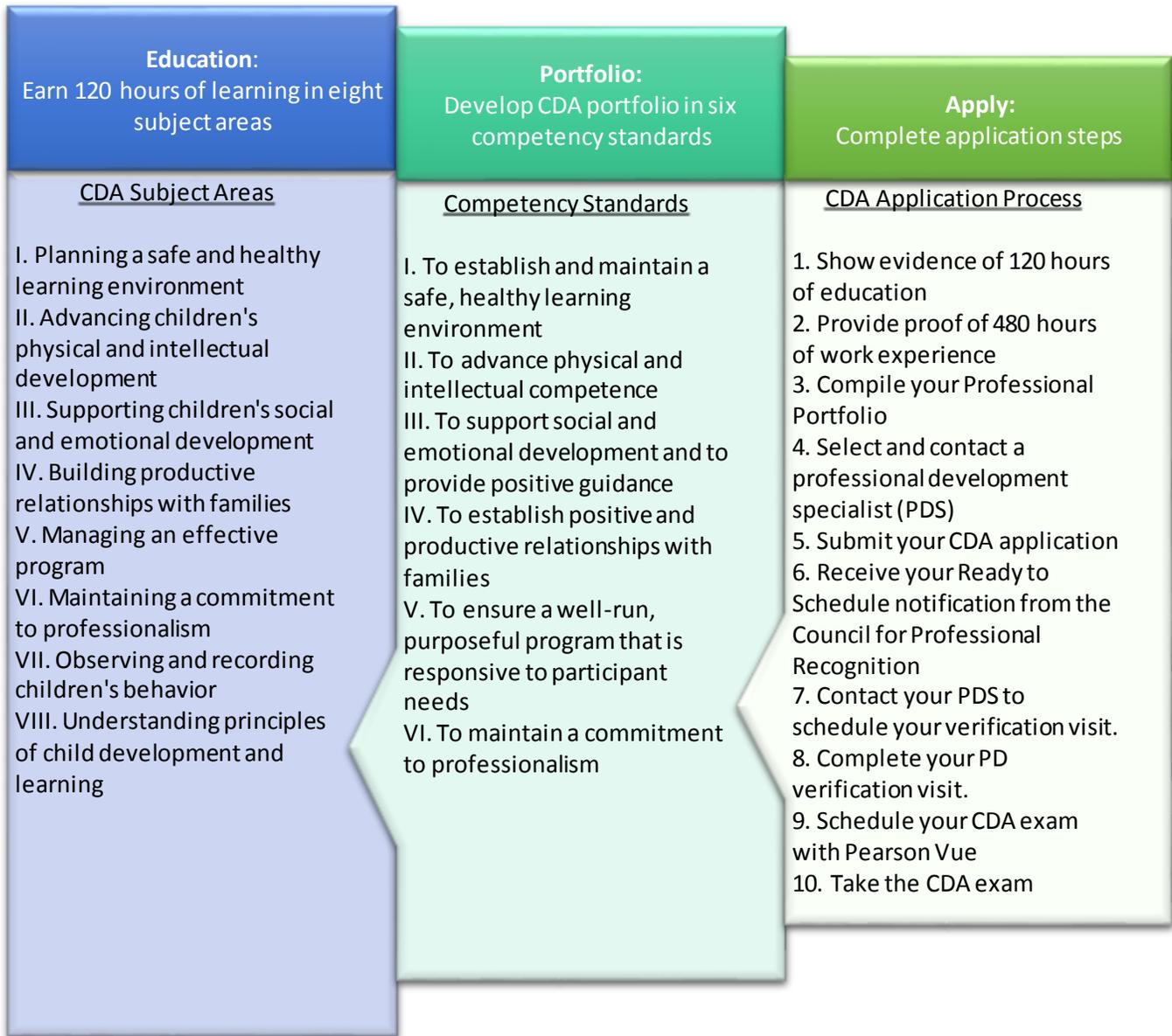
# **Obtaining Your Child Development Associate (CDA) Credential Using Quorum**

## **A Guidebook**

## Table of Contents

Major Components for Obtaining a Child Development Associate (CDA) Credential .....	3
Using Quorum to Obtain a CDA Credential .....	4
Using Quorum to Complete the CDA Professional Portfolio .....	5
CDA Competency Standards, Recommended Courses and Portfolio Resources.....	6
CDA Competency Standard I: To establish and maintain a safe, healthy learning environment.....	6
CDA Competency Standard II: To advance physical and intellectual competence.....	7
CDA Competency Standard III: To support social and emotional development and to provide positive guidance .....	8
CDA Competency Standard IV: To establish positive and productive relationships with families.....	9
CDA Competency Standard V: To ensure a well-run, purposeful program that is responsive to participant needs .....	10
CDA Competency Standard VI: To maintain a commitment to professionalism.....	11
Contact Information.....	12
Appendix A: Obtaining a Child Development Associate (CDA) Credential through Quorum Checklist..	13
Appendix B: Quorum Courses Available.....	14

## Major Components for Obtaining a Child Development Associate (CDA) Credential



## Using Quorum to Obtain a CDA Credential

The Office of the State Superintendent of Education (OSSE) and Quorum have partnered to provide free access to the coursework needed to meet the educational requirements of the Child Development Associate (CDA) credential for DC’s early childhood workforce.

To obtain the CDA credential using the Quorum e-learning platform, candidates must:

1. Complete 120 hours of early childhood education using the Quorum e-learning platform.
  - Candidates must complete a minimum of 10 hours of coursework in each of the eight CDA subject areas.
2. Gain 480 hours of work experience in the setting in which you want to obtain your CDA credential (center-based infant and toddler, center-based preschool or family child care setting).
  - Work experience must be completed within three years of submitting the CDA application.
3. Compile a Professional Portfolio.
  - Can be started soon after beginning the CDA coursework and must be completed within six months of submitting the CDA application.
  - The Professional Portfolio must also include family questionnaires, the family questionnaire summary and a reflective dialogue sheet.
4. Select and contact a local professional development specialist (PDS) by visiting [https://www.yourcda.org/Find-a-PDS/pds\\_search.cfm?lang=en](https://www.yourcda.org/Find-a-PDS/pds_search.cfm?lang=en)
5. Complete and submit the online CDA application and \$425 fee or \$500 paper application fee to the Council for Professional Recognition.
  - Contact an OSSE Sponsored CDA program for information on CDA application scholarships.

CentroNia 1420 Columbia Rd. NW, Washington, DC 20009 (202) 332-4200	Southeast Children’s Fund 4224 Sixth St. SE, Washington, DC 20032 (202) 561-1100
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6. Receive the “Ready to Schedule” email from the Council for Professional Recognition with your application approval status, PDS verification visit and CDA examination deadline date.
7. Contact your PDS to schedule your verification visit.
8. Demonstrate proficiency and understanding of early childhood education principles. The PDS will review your Portfolio during the verification visit.
9. Contact a Pearson Vue testing center to schedule your CDA exam date.
10. Take the CDA exam.

Please see the CDA Competency Standards, Recommended Courses and Portfolio Resources section where we outlined the alignment between Quorum training opportunities and the CDA subject areas, competency standards and functional areas. To learn more about the CDA process, we recommend completing the CDA planner course offered for free to Quorum members and visiting the Council for Professional Recognition website at [www.cdacouncil.org](http://www.cdacouncil.org). We have also included a checklist for completing your CDA through Quorum in Appendix A.

## Using Quorum to Complete the CDA Professional Portfolio

CDA candidates must complete a minimum of 10 hours of training in each of the eight CDA subject areas. The information in the CDA Competency Standards, Recommended Courses and Portfolio Resources section shows OSSE's recommendations for Quorum course offerings that will cover the 10 hours of education needed within each CDA subject area. Completing these will help candidates demonstrate competence in all competency standards and functional areas of the CDA. You may use the CDA Competency Standards, Recommended Courses and Portfolio Resources section to help guide your course selection.

OSSE highly recommends CDA candidates begin the CDA process by taking the Quorum CDA Planner course as this will provide the framework for your CDA journey and help guide your Professional Portfolio creation.

Next to each recommended Quorum course is a recommended resource for developing your CDA portfolio. These sheets are a useful guide for tracking the courses you have completed and the resources you have compiled for your CDA portfolio.

- You will be required to complete an action plan based on the content for each course. Write your statements in the area provided in the table for developing your portfolio competency statements.
- Use your individual action plan statements from the courses to develop your portfolio statements in the "Portfolio Prep" section of the table.

Please note that if you are applying to receive a center-based infant/toddler CDA credential, you may need to substitute different courses for those recommended below. Quorum offers several courses specific to infant and toddler development. Please reference the course list in Appendix B or check the Quorum course catalog (<https://qassist-s.mlearning.com/>) for a full listing of infant and toddler specific courses. Quorum courses are free for all early childhood staff working in the District of Columbia.

**CDA Competency Standards, Recommended Courses and Portfolio Resources**

<b>CDA Competency Standard I: To establish and maintain a safe, healthy learning environment</b>		
<b>Functional Area</b>	<b>Recommended Quorum Courses</b>	<b>Associated Portfolio Resource</b>
Safe	<input type="checkbox"/> Safe Spaces and Places to Grow and Learn (3 hours)	Quorum Course Action Plan
Healthy	<input type="checkbox"/> Understanding Child Abuse and Prevention (3 hours)	Quorum Course Action Plan
Learning Environment	<input type="checkbox"/> Learning Environment: How Classroom Arrangement Impacts Behavior (4 hours)	Quorum Course Action Plan
Portfolio Prep	<ul style="list-style-type: none"> <li>• Combine the above Quorum action plans to complete CDA competency statement 1: How will you establish and maintain a safe, healthy learning environment for infants and toddlers or preschool-aged children?</li> <li>• <b>Resource Collection (RC) I-1:</b> Attach a copy of your valid Pediatric and Adult First Aid and Cardiopulmonary Resuscitation (CPR) card</li> <li>• <b>RC I-2:</b> Design or provide a copy of an age-appropriate weekly menu.               <ul style="list-style-type: none"> <li>- Complete a reflective statement (no more than 500 words) about the menu's strengths and needed areas of improvement.</li> </ul> </li> <li>• Complete a reflective statement on your classroom environment. What are the learning environments strengths? What would you change?</li> <li>• <b>RC I-3:</b> Provide three age-appropriate weekly lesson plans with goals for children's learning and a brief explanation               <ul style="list-style-type: none"> <li>- Complete a reflective statement on one of your provided weekly lesson plans including the plan's strengths and relevance to learning principles for the age group for which it is intended.</li> </ul> </li> </ul> <p>Be sure to develop your portfolio materials based on the age group for which you plan to apply for the CDA credential (e.g., center-based infant/toddlers, center-based preschool or family child care).</p>	
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CDA Competency Standard II: To advance physical and intellectual competence														
Functional Area	Recommended Quorum Courses	Associated Portfolio Resource												
Physical	<input type="checkbox"/> From Food to Physical Activity (4 hours)	Quorum Course Action Plan												
Cognitive	<input type="checkbox"/> STEM in Preschool Classrooms (4 hours)	Quorum Course Action Plan												
Communication	<input type="checkbox"/> Child Language Development and Signs of Delay (3 Hours)	Quorum Course Action Plan												
Creative	<input type="checkbox"/> Inspiring Creativity: All the World is a Stage (4 Hours)	Quorum Course Action Plan												
Portfolio Prep	<ul style="list-style-type: none"> <li>Combine the above Quorum action plans to complete CDA competency statement 2: How will you help advance the physical and intellectual abilities of young children?</li> <li><b>RC II-1:</b> Attach nine developmentally appropriate learning experiences (one learning experience per topic listed below):</li> </ul> <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td>Science/Sensory</td> <td>Fine Motor Development</td> <td>Emotional Skills/ Self-Regulation</td> <td>Creative Art</td> </tr> <tr> <td>Language and Literacy</td> <td>Gross Motor Development</td> <td>Social Skills</td> <td>Self-Concept</td> </tr> <tr> <td>Mathematics</td> <td colspan="3">Optional: Music and Movement (can substitute for one of the above topics)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Complete a reflective statement on three of your nine learning experiences. <ul style="list-style-type: none"> <li>Explain how your first learning activity supports children’s physical development.</li> <li>Explain how your second learning activity supports children’s cognitive development.</li> <li>Explain how your third learning activity supports children’s creativity.</li> </ul> </li> <li>Complete a reflective statement that describes how you promote communication and language development among children including dual language learners.</li> </ul> <p>Be sure to develop your portfolio materials based on the age group for which you plan to apply for the CDA credential (e.g., center-based infant/toddlers, center-based preschool or family child care).</p>		Science/Sensory	Fine Motor Development	Emotional Skills/ Self-Regulation	Creative Art	Language and Literacy	Gross Motor Development	Social Skills	Self-Concept	Mathematics	Optional: Music and Movement (can substitute for one of the above topics)		
Science/Sensory	Fine Motor Development	Emotional Skills/ Self-Regulation	Creative Art											
Language and Literacy	Gross Motor Development	Social Skills	Self-Concept											
Mathematics	Optional: Music and Movement (can substitute for one of the above topics)													
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CDA Competency Standard III: To support social and emotional development and to provide positive guidance		
Functional Area	Recommended Quorum Courses	Associated Portfolio Resource
Self	<input type="checkbox"/> The Juggling Act: Schedules, Routines and Transitions (4 hours)	Quorum Course Action Plan
Social	<input type="checkbox"/> Building Positive Relationships (4 hours)	Quorum Course Action Plan
Guidance	<input type="checkbox"/> Challenging Behavior: Reveal the Meaning (3 hours)	Quorum Course Action Plan
Portfolio Prep	<ul style="list-style-type: none"> <li>• Combine the above Quorum action plans to complete CDA competency statement 3: How will you support young children’s social and emotional development and provide positive guidance?</li> <li>• <b>RC III-1:</b> Create a bibliography of 10 developmentally appropriate children’s books that includes: <ul style="list-style-type: none"> <li>- Title</li> <li>- Author</li> <li>- Publishers</li> <li>- Copyright dates</li> <li>- Short summary of the book</li> </ul> </li> <li>• Complete a reflective statement that describes the ways you support the development of children’s positive self-concepts and social/emotional skills.</li> <li>• Complete a reflective statement that describes how you constructively deal with young children’s challenging behaviors.</li> </ul> <p>Be sure to develop your portfolio materials based on the age group for which you plan to apply for the CDA credential (e.g., center-based infant/toddlers, center-based preschool or family child care).</p>	
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CDA Competency Standard IV: To establish positive and productive relationships with families		
Functional Area	Recommended Quorum Courses	Associated Portfolio Resource
Families	<input type="checkbox"/> Family Engagement: The Road to Better Outcomes for Children (4 hours)	Quorum Course Action Plan
	<input type="checkbox"/> Building Strong Relationships with Families (3 hours)	Quorum Course Action Plan
	<input type="checkbox"/> Honoring All Families (3 hours)	Quorum Course Action Plan
Portfolio Prep	<ul style="list-style-type: none"> <li>• Combine the above Quorum action plans to complete CDA competency statement 4: How will you establish positive and productive relationships with families?</li> <li>• <b>RC IV-1:</b> Create a family resource guide with community resources that you may share with the families you serve. Resources should include: <ul style="list-style-type: none"> <li>- Family counseling (agency name, phone number, website, address)</li> <li>- Translation services (agency name, phone number, website, address) <ul style="list-style-type: none"> <li>- Translation services other than English</li> </ul> </li> <li>- Two agencies that provide services for children with disabilities</li> <li>- Three websites that provide families with information about child development</li> <li>- One current article from each of the above websites that contains information for families on understanding their child’s development</li> </ul> </li> <li>• Complete a reflective statement on how you ensure that families are kept aware of the daily activities of their child while in your program.</li> <li>• Complete a reflective statement on how you ensure that you are aware of what is happening in each child’s home life and how this awareness guides your daily teaching.</li> <li>• Complete a reflective statement on the feedback you received from your family questionnaires.</li> </ul> <p>Be sure to develop your portfolio materials based on the age group for which you plan to apply for the CDA credential (e.g., center-based infant/toddlers, center-based preschool or family child care).</p>	
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CDA Competency Standard V: To ensure a well-run, purposeful program that is responsive to participant needs		
Functional Area	Recommended Quorum Courses	Associated Portfolio Resource
Program Management	<input type="checkbox"/> Foundations of Quality Teams (4 hours)	Quorum Course Action Plan
	<input type="checkbox"/> Program and Classroom Assessment (3 hours)	Quorum Course Action Plan
	<input type="checkbox"/> Administrative Leadership (3 hours)	Quorum Course Action Plan
Portfolio Prep	<ul style="list-style-type: none"> <li>• Combine the above Quorum action plans to complete CDA competency statement 5: How will you ensure a well-run, purposeful program that is responsive to participant needs?</li> <li>• <b>RC V-1:</b> Provide three samples of record keeping forms that you use or have used in your program. Include an: <ul style="list-style-type: none"> <li>- Accident report form</li> <li>- Emergency form</li> <li>- Completed observation form</li> </ul> </li> <li>• Complete a reflective statement describing how you have previously used or would use the above observation form.</li> <li>• Complete a reflective statement explaining why observation and documentation forms are an important part of program management.</li> <li>• Complete a reflective statement detailing how you ensure you accurately and objectively observe and track each child’s developmental and learning progress. Be sure to develop your portfolio materials based on the age group for which you plan to apply for the CDA credential (e.g., center-based infant/toddlers, center-based preschool or family child care).</li> </ul>	
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CDA Competency Standard VI: To maintain a commitment to professionalism		
Functional Area	Recommended Quorum Courses	Associated Portfolio Resource
Professionalism	<input type="checkbox"/> The Reflective Teacher: Examining Beliefs, Impacting Practices (3 hours)	Quorum Course Action Plan
	<input type="checkbox"/> Teaching with Intention (4 hours)	Quorum Course Action Plan
	<input type="checkbox"/> Teacher Leadership (3 hours)	Quorum Course Action Plan
Portfolio Prep	<ul style="list-style-type: none"> <li>• Combine the above Quorum action plans to complete CDA competency statement 6: How will you maintain a commitment to professionalism?</li> <li>• <b>RC VI-1:</b> Provide contact information (agency name, website, phone number, address) of the state agency responsible for the regulation of child care centers and family child care homes.</li> <li>• Print and attach a copy of the regulation that describes qualification requirements for personnel (directors, teachers, assistants).</li> <li>• Print and attach a copy of the regulation that states the group size and adult-child ratio requirements.</li> <li>• <b>RC VI-2:</b> List two or three early childhood associations (national, regional, state or local) including web address that provide professional resources and membership opportunities.</li> <li>• <b>RC VI-3:</b> Provide the contact information of the state agency for reporting child abuse and neglect and summarize the mandatory child abuse and neglect reporting guidelines for Washington, DC.</li> <li>• Complete a reflective statement on why you chose to become an early childhood professional.</li> <li>• Complete a reflective statement on what you believe are the most important indicators of professionalism that you possess.</li> <li>• Complete your professional philosophy statement: <ul style="list-style-type: none"> <li>- Summarize your professional beliefs and values about early childhood education.</li> <li>- Identify your personal values and beliefs around teaching and learning.</li> <li>- Explain what you believe is your role as a teacher/caregiver.</li> <li>- The professional philosophy statement must not be more than two pages in length.</li> </ul> </li> </ul> <p>Be sure to develop your portfolio materials based on the age group for which you plan to apply for the CDA credential (e.g., center-based infant/toddlers, center-based preschool or family child care).</p>	
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## **Contact Information**

### **Quorum**

To access the Quorum website, please visit: [www.quorumlearning.com](http://www.quorumlearning.com).

Please contact the Quorum registrar about obtaining your CDA coursework through the e-learning program. Contact Gillian Gansler or Camiley Constantine at (404) 325-2225. You may also access Quorum's 24/7 help desk via email at [registrar@Qassist.com](mailto:registrar@Qassist.com). The Quorum help desk is monitored seven days a week by email and Monday through Friday from 8 a.m. -5 p.m. at (404) 325-2225.

### **CDA Scholarships**

For more information and assistance with the review of your Professional Portfolio, application fee scholarship and scheduling the verification visit through CentroNia, please contact (202) 332-4200.

For more information and assistance with the review of your professional portfolio, application fee scholarship and scheduling the PD verification visit through Southeast Children's Fund, please contact (202) 561-1100.

### **Council for Professional Recognition**

For more information about the Council for Professional Recognition, the CDA and the credentialing process, please contact the Council directly at (202) 265-9090, email them at [cdafeedback@cdacouncil.org](mailto:cdafeedback@cdacouncil.org) or visit their website by going to <https://www.cdacouncil.org/>.

### **Office of the State Superintendent of Education (OSSE)**

For assistance with using this guidebook or any additional questions, please contact the OSSE's ECE helpdesk at (202) 478-5903 or [ECEHelpDesk@dc.gov](mailto:ECEHelpDesk@dc.gov).

## Appendix A: Obtaining a Child Development Associate (CDA) Credential through Quorum Checklist

To obtain the Child Development Associate (CDA) credential using the Quorum professional development platform, candidates must:

<input type="checkbox"/> 1. Complete 120 hours of early childhood education using the Quorum professional development e-learning platform.	<input type="checkbox"/> 6. Receive the “Ready to Schedule” email from the Council for Professional Recognition with your application approval status, PDS verification visit and CDA examination deadline date.
<input type="checkbox"/> 2. Gain 480 hours of work experience in the setting in which you plan to specialize (center-based infant/toddlers, center-based preschool or family child care).	<input type="checkbox"/> 7. Contact your PDS to schedule your verification visit.
<input type="checkbox"/> 3. Compile a Professional Portfolio for the six competency standards.	<input type="checkbox"/> 8. Demonstrate proficiency and understanding of early education and review your Professional Portfolio with your PDS during the verification visit.
<input type="checkbox"/> 4. Select and contact a local professional development specialist (PDS) through the CDA Council by visiting: <a href="https://www.yourcda.org/Find-a-PDS/pds_search.cfm?lang=en">https://www.yourcda.org/Find-a-PDS/pds_search.cfm?lang=en</a>	<input type="checkbox"/> 9. Contact a Pearson Vue testing center to schedule your CDA exam date.
<input type="checkbox"/> 5. Complete and submit the online CDA application and \$425 fee to the Council for Professional Recognition.  Contact an OSSE-sponsored CDA program for information on CDA application scholarships: <ul style="list-style-type: none"> <li>a. CentroNía: (202) 332-4200</li> <li>b. Southeast Children’s Fund: (202) 561-1100</li> </ul>	<input type="checkbox"/> 10. Take the CDA exam.

***Thank you for obtaining a CDA credential and demonstrating your commitment to professionalism as an early educator in Washington, DC!***

### Appendix B: Quorum Courses Available

The following are the available Quorum courses for each CDA subject area. All CDA candidates must complete at least 10 hours of training in each of the eight CDA subject areas and take a total of 120 hours of approved training and education.

<b>CDA Subject Area I: Planning a safe and healthy learning environment</b>		
<ul style="list-style-type: none"> <li>Traveling with Precious Cargo (3 hours)</li> <li>Safe Spaces and Places to Grow and Learn (3 hours)</li> <li>Safe Sleep and Sweet Dreams for Infants (2 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Keeping our Children Safe: Planning Ahead and Being Prepared (4 hours)</li> <li>Understanding Child Abuse and Prevention (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Cut the Cooties! Communicable Disease Prevention in Child Care (2 hours)</li> <li>Learning Environment: How Classroom Arrangement Impacts Behavior (4 hours)</li> </ul>
<b>CDA Subject Area II: Advancing children’s physical and intellectual development</b>		
<ul style="list-style-type: none"> <li>From Food to Physical Activity (4 hours)</li> <li>Child Language Development and Signs of Delay (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Growing Language for Infants and Toddlers (3 hours)</li> <li>STEM in Preschool Classrooms (4 hours)</li> <li>Piramide Should this be Pyramid?: Interactive Storytelling (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Phonological Awareness: The Connection of Sounds to Reading (4 hours)</li> <li>Inspiring Creativity: All the World is a Stage (4 hours)</li> </ul>
<b>CDA Subject Area III: Supporting children’s social and emotional development</b>		
<ul style="list-style-type: none"> <li>Responsive Caregiving: Nurturing Relationships with Infants and Toddlers (2 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Building Positive Relationships (4 hours)</li> <li>Challenging Behavior: Reveal the Meaning (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>School-Age Care (5 hours)</li> <li>The Juggling Act: Schedules, Routines and Transitions (4 hours)</li> </ul>
<b>CDA Subject Area IV: Building productive relationships with families</b>		
<ul style="list-style-type: none"> <li>Family Engagement: The Road to Better Outcomes for Children (4 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Building Strong Relationships with Families (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Honoring All Families (4 hours)</li> </ul>
<b>CDA Subject Area V: Managing an effective program</b>		
<ul style="list-style-type: none"> <li>Foundations of Quality Teams (4 hours)</li> <li>Implementing Quality Teams (4 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Leadership (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Program and Classroom Assessment (3 hours)</li> </ul>
<b>CDA Subject Area VI: Maintaining a commitment to professionalism</b>		
<ul style="list-style-type: none"> <li>The Reflective Teacher: Examining Beliefs, Impacting Practices (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Teaching with Intention (4 hours)</li> <li>Teacher Leadership (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Essentials of Leadership in Early Childhood Education (4 hours)</li> <li>CDA Planner (5 hours)</li> </ul>
<b>CDA Subject Area VII: Observing and recording children’s behavior</b>		
<ul style="list-style-type: none"> <li>Child Assessment: The Essentials of Individualizing (4 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Foundations of Curriculum (4 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Dual Language Learners (3 hours)</li> </ul>

<b>CDA Subject Area VIII: Understanding principles of child development and learning</b>		
<ul style="list-style-type: none"> <li>• Foundations for Learning Every Day (3 hours)</li> <li>• Piramide: The Power of Play (3 hours)</li> <li>• The Developing Infant and Toddler (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Every Day through the Senses for Infants, Toddlers and Twos (2 hours)</li> <li>• Enriching Play (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• Exploring the Piramide Approach (3 hours)</li> <li>• Developmental Milestones (5 hours)</li> </ul>