



CDA Completion Timeline

This guide will help guide you through the steps to earning your CDA credential.

Complete the required 120 hours of training. Track your hours using your CDA Summary of Training in LCG360 Learning.



When you've reached 90 total hours of training, enroll into the CDA Preparation Program: Virtual Classroom Sessions in LCG360. These sessions help to guide you through putting together your CDA Professional Portfolio.



Once you've completed 120 hours of training and your portfolio is complete, access the **CDA Professional Portfolio Review** course located in the CDA Preparation Program. This review will help you verify that you have all the required components of a CDA Professional Portfolio and learn about next steps in the process.



Start your online CDA Application at <https://www.cdacouncil.org> and create your Profile to retrieve your CDA Customer ID. This seven-digit number will be used in your CDA Contract. You will click on the CDA Contract Link located in the Professional Portfolio Review course to complete your CDA Contract. Once received, your voucher will be requested to pay for your exam.



Complete the CDA Exam and Verification Visit. Ask your Director to notify Compensation with your awarded credential to receive your pay increase.

Please note: Learning Care Group employees are not permitted to serve as PD Specialists for other Learning Care Group employees.