

What are my steps through the CDA Scholarship Project?

# CDA SCHOLARSHIP PROJECT Overview



## STEP 1- APPLICATION/ENROLLMENT (1 MONTH)

Apply at [www.cdасcholarshipmo.org](http://www.cdасcholarshipmo.org)  
Once approved, you and your employer will sign a participation agreement, & you will complete a W9 form to be active in the scholarship. You will also set up an individual account on our website.



## STEP 2 - 120 CLOCK HOURS OF TRAINING (6 MONTHS)

You will submit your completed clock hour training certificates and college transcripts. Our team will review your documents. If you need additional training we will help you find the best program for you. The scholarship will pay up to \$350 towards training.



## STEP 3 - CDA PROFESSIONAL PORTFOLIO (4 MONTHS)

You will receive a CDA Competency book to assist with your portfolio completion in your chosen setting. This includes parent surveys, competency and philosophy statements, resource collection, and your CDA education.



## STEP 4 - APPLY TO THE COUNCIL FOR PROFESSIONAL RECOGNITION (1 MONTH)

After creating an account on the CDA Council's website: [www.cdacouncil.org](http://www.cdacouncil.org), you will begin your "CDA Initial Application". Send your Customer ID# to your CDA Counselor so your \$425 application fee voucher can be issued.



## STEP 5 - OBSERVATION & EXAM (2 MONTHS)

You will complete your initial application on the CDA Council's website. You will also schedule and complete your CDA exam and a classroom observation with a Professional Development Specialist (PDS).



## STEP 6 - CONGRATULATIONS! YOU'VE EARNED YOUR CDA CREDENTIAL (1 MONTH)

It's time to celebrate! Upload a copy of your official CDA Credential to your account on the CDA Scholarship Project's website to initiate the bonus process.



## STEP 7 - COMPLETION BONUS (1 MONTH)

The CDA Scholarship Project will issue your first bonus of \$215 upon receiving your CDA credential as long as you have met the terms of the participation agreement.



## STEP 8 - EMPLOYMENT COMMITMENT BONUS (6 MONTHS)

You are eligible for your second bonus of \$215 six months after earning your CDA if you met your employment commitment time.

For inquiries and concerns, please email  
[info@CDAScholarshipMO.org](mailto:info@CDAScholarshipMO.org)



## 12-18 MONTHS

Expected time to earn your CDA Credential through the scholarship