

## What are my steps through the CDA Renewal Scholarship Project?

# CDA SCHOLARSHIP



PROJECT - *Renewal*

## STEP 1: APPLICATION & ENROLLMENT



Two-Thousand Days to Make a Difference

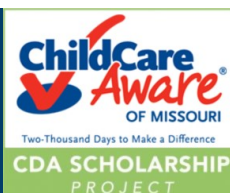
CDA SCHOLARSHIP  
PROJECT

### *Welcome to the CDA Scholarship Project*

- Apply to the CDA Scholarship Project at [www.cdасcholarshipmo.org](http://www.cdасcholarshipmo.org) no earlier than 6 months before your CDA expires, to renew.
  - Choose the renewal scholarship application
  - You will be required to upload a copy of your current CDA credential and paycheck stub to submit application.
- To make your scholarship active, we need the following:
  - Participation Agreement
  - Form W9
- Both you and your employer must sign and date the Participation Agreement.
- Create a new account on the CDA Scholarship Project website:
  - Go to [www.cdасcholarshipmo.org](http://www.cdасcholarshipmo.org)
  - Click on "ALREADY ENROLLED? Log in here."
  - Choose "Click Here" under "First Time Logging in?"
  - Enter your email address, and MOPD ID number and create a password
    - The email address must be the personal email you entered on your CDA Scholarship application
  - Click "Log In" to create your account
- Upload the forms to your account
  - Log into your account and click on "Upload Documents."
  - Click on "Browse" to open the documents on your computer
  - Once the document is attached, click on the drop-down arrow in the "Document Type Field."
  - Select the document type for your upload.
  - Click the "Upload" button

**Be Proactive:** Start collecting any previously taken clock hour training completed during the 3 years your CDA was valid. If you do not have any, you will need to contact your CDA Scholarship Project Counselor.

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



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