

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

# CDA SCHOLARSHIP

## PROJECT - *Renewal*



### STEPS 4-5: APPLY TO THE COUNCIL FOR PROFESSIONAL RECOGNITION



Two-Thousand Days to Make a Difference

CDA SCHOLARSHIP PROJECT

- Begin this step by logging into your current account on the Council for Professional Recognitions website.
- Find your Customer ID number in the profile section of your Council account
  - Your CDA Scholarship Counselor will send you a document on how to locate your customer id number.
- Send your Customer ID number to your CDA Scholarship Counselor to obtain your \$125 application fee voucher.
- When the CDA Scholarship Project issues your voucher, the Council will send it to you in 2 different locations:
  - First, it will be sent to the email address associated with your Council account
  - Second, it will be sent to the messages directly found on your Council account.
- You will complete your initial CDA Renewal application on the Council for Professional Recognitions' website.
  - Within your Council account, Select "CDA Renewal" and click Create New CDA Renewal Application.
- Choose who will serve as your Reviewer and your Verifier through the Renewal Process.
  - Your CDA Scholarship Project Counselor, can provide you with information from the Council of who qualifies to fill these roles. Contact your CDA Scholarship Counselor for more information.
- Submit the payment for your CDA Renewal application with a voucher.

NOTE: Your voucher is valid for 6 months after it is issue. You MUST use it to pay the application fee before the expiration date

**Be Proactive:** Complete your application by paying for the application fee using your voucher.

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

