

NESD Head Start

CDA Renewal Directions

Staff Renewing their CDA:

- 1) Fill out NESD “**Staff Application for Tuition Reimbursement**” before beginning the renewal process. Turn in to main office for approval.
- 2) Review most current “Renewal Procedures Guide” on Council for Professional Recognition (<https://www.cdacouncil.org/>)
 - a. Follow current directions for renewal
 - b. Request assistance from your Education Coordinator (and Education Manager, if needed)
- 3) Follow Renewal Guidelines, submit required paperwork to CDA Council, including payment for renewal
- 4) After receiving updated CDA you will be reimbursed by:
Fill out and submit to main office:
 - a. NESD “**Mileage and Miscellaneous**” form and attach:
 - b. Proof of payment
 - c. Proof of CDA renewal = CDA Certificate

Education Coordinator:

- 1) Assist staff in gathering documents, if needed.
- 2) Review staff’s documentation and write letters for:
 - a. Training Hours
 - b. First Aid and CPR
 - c. Membership to NHSA
- 3) Send copies of staff’s application and documentation to main office to keep on file (in case of CDA audit)

Human Resources:

- 1) Write letter verifying 80 hours worked – keep in file