



I have a Child Development Associate (CDA) and am not sure where I should enter this information in my Workforce Registry account

There are several places in the Workforce Registry where you may enter information related to your CDA. These include on the Professional Credential page, Education History page and Professional Development page.

A Child Development Associate, or CDA, is a Credential, which can be obtained a variety of ways. There are times when it is obtained through an Institute of Higher Education for college credit, and other times when it is not credit bearing and offered as professional development. Regardless of how it was obtained, it is a Credential which should minimally be input into the Professional Credential page, as seen below.

Add Professional/Technical Credentials

Add Professional/Technical Credential

*** Credential Type**

- Select
- AED (automated external defibrillator)
- Child Development Associate (CDA)**
- CPR (cardiopulmonary resuscitation)
- Endorsement
- First Aid
- First Aid and CPR
- First Aid, CPR and AED
- License, Any Nursing
- License, Legal
- License, Medical (Non-nurse)
- Pediatric CPR
- Pediatric First Aid
- Pediatric First Aid and CPR
- Pediatric First Aid, CPR and AED
- Registration, Controlled Substances (CSR)
- RIELDS Certificate
- Teacher Certification (RI Only)
- Teacher Certification (Other State)
- Certification, Other

*** Credential Name**

Credential Name

Expiration Date

MM/DD/YYYY

*** Awarding State**

Select

*** Upload Certificate**

Choose File | No file chosen

Discard Changes Save

There are also times when your CDA was a component of a higher education program of study for which you obtained college credit for. In this instance, enter this in the Education History page, as seen below.

Add Degree/Education Type

Add Degree/Education Type

*** Degree/Education Type**

- Select
- Master or Masters Honorarior
- Bachelor of Education
- Bachelor of Fine Arts
- Bachelor of General Studies
- Bachelor of Music Education
- Bachelor of Science
- Bachelor of Social Work
- Bachelor, Other
- Certificate of Advanced Educational Studies
- Certificate of Advanced Graduate Studies
- Certificate of Advanced Study of Education
- Certificate of Study (Postgraduate)
- Certificate of Study (Undergraduate)
- Child Development Associate (CDA)**
- College Coursework - no degree
- Doctor of Education
- Doctor, Other
- Educational Specialist
- General Equivalency Diploma (GED)
- Graduate Coursework

*** Institution Country**

UNITED STATES

*** Institution State**

Select

City

City

*** Start Date**

Start Date

End Date

End Date

TEACH Scholarship

0

Cancel Save Add Coursework

If you have completed your CDA within the last year, and would like for it to count towards your annual professional development hour's requirement then you should enter the information in the Professional Development tab.

Add Professional Development

Directions: Search for a Professional Development Training course by selecting the training affiliation; this is the list of organizations that provide various trainings within the State. Once you have selected your training affiliate, you will be able to select the courses that the training organization has held within the past 36 months. If you do not find your course listed, try a different affiliation, or type in your own course information.

Affiliation/Organization

Affiliation/Organization

*** Contact/Trainer**

Contact/Trainer

Hours Earned

Hours Earned

*** Course Title**

Course Title

Completed Date

MM/DD/YYYY

Upload Certificate

Choose File | No file chosen

Back Discard Changes Save