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CDA® Training Requirement Checklist

Prior to determining which CDA® type to apply for or registering for courses or a learning community, it is highly recommended that you contact our Workforce Advising Coordinator, Christy Berg. Our Workforce Advising Coordinator can review your Learning Record to determine what progress you may have already made towards fulfilling CDA® training requirements.

There are several Anytime Learning (self-paced) courses available through Eager-to-Learn in each of the eight CDA® subject areas. You are required to complete at least 10 hours in each area. After talking with our Workforce Advising Coordinator, use this guide as a resource to find and track CDA® training completion.

Please Note: Eager-to-Learn does not provide refunds for Anytime Learning course registrations. We recommend you reach out to our Workforce Advising Coordinator and/or review your Learning Record prior to registering to avoid paying registration for unnecessary courses.

How to access your Learning Record in Develop:
1. Go to developtoolmn.org and click "Login" in the upper right corner
2. Enter in your email and Develop password
3. Once you are logged in, scroll to the bottom of the page until you see "Application Reports"
4. Click on "Knowledge and Competency Framework Learning Record."

From here, your Learning Record can be printed and/or saved for your records.

CDA Area 1. Planning a Safe and Healthy Learning Environment		Hours remaining:	
Course Title		**In-service Hours**	**Course ID**
☐	Understanding and Responding to Adults' Behaviors with Children while Creating Safe Environments	2	200171
☐	Awareness to Action and Understanding and Responding to Children's Sexual Behaviors	2	200158
☐	ChildcareAlive!: Shaping the First Five – Healthy Eating and Active Play Curriculum	2	175074
☐	Mandated Reporter	2	132473
☐	Oral Health: Healthy Mouths and Teeth	2	202506
☐	Preventing Child Abuse and Neglect	2	194745
☐	Challenges in Feeding Young Children in Child Care	2	197115
☐	Health and Safety In-Service I - Child Care Centers	2	161119
☐	Health and Safety In-Service II - Child Care Centers	2	161120
☐	Health and Safety Pre-Service for Child Care Centers	6	207634

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	Course Title	In-service Hours	Course ID
☐	Getting Started with Farm to Early Care	2	206969

CDA Area 2. Advancing Children's Physical and Intellectual Development	**Hours remaining:**	

	Course Title	**In-service Hours**	**Course ID**
☐	Lesson Planning for Multi-Age Children with the MN ECIPs	2	193715
☐	More than Child's Play: Including All Toddlers and Preschoolers in Physical Activities	2	169303
☐	Introduction to STEM	2	196502
☐	Choosing Early Childhood Curriculum: An Overview and Discussion	2	194673
☐	Lesson Planning for Preschoolers with the MN ECIPs	2	193714
☐	Intro to STEM: Focus on Science	2	199150
	Hours completed:		

CDA Area 3. Supporting Children's Social and Emotional Development	**Hours remaining:**	

	Course Title	**In-service Hours**	**Course ID**
☐	Understanding Behavior: Making Sense of What You See and Hear	2	171149
☐	Understanding Biting: Prevention Strategies	2	194846
☐	Infants, Toddlers and Their Families: Nurturing and Supporting Social Emotional Development	2	171150
☐	Developmentally Appropriate Behavior Guidance	2 of (4)	108889
☐	Understanding Bullying and Finding Solutions	2	171452
☐	Terrific Transitions	2	195069
	Hours completed:		

CDA Area 4. Building Productive Relationships with Families	**Hours remaining:**	

	Course Title	**In-service Hours**	**Course ID**
☐	Unpacking Trauma in Children and Their Families	2	197905
☐	Culturally Informed Practice	2	198115
☐	Engaging and Communicating with Parents	2	167242
☐	Creating a Sense of Community in Early Learning Environments	2	206971
	Hours completed:		

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CDA Area 5. Managing an Effective Program		Hours remaining:	
Course Title	**In-service Hours**		**Course ID**
☐ CDA Session Getting Started (1)	2		175190
☐ CDA Session Professional Portfolio & Conducting a Self-Study (2)	2		175195
☐ CDA Session The Resource Collection. Family Questionnaires, Competency Statements (3)	2		175197
☐ CDA Session Reflecting on the Family Questionnaire & Writing the Prof Philosophy Statement (4)	2		175203
☐ CDA Session The CDA Exam & Verification (5)	2		175207
	Hours completed:		
CDA Area 6. Maintaining a Commitment to Professionalism	**Hours remaining:**		
Course Title	**In-service Hours**		**Course ID**
☐ Creating Respectful, Healthy Child Care Environments	2		201693
☐ Getting to Know the MN ECIPS Domains: Mathematics	2		194910
☐ Getting to Know the MN ECIP Domains: Physical and Movement Development	2		194911
☐ Getting to Know the MN ECIP Domains: Scientific Thinking Cognitive	2		194912
☐ Getting to Know the MN ECIP Domains: Social Emotional	2		194913
☐ Getting to Know the MN ECIP Domains: Social Systems	2		194914
☐ Getting to Know Minnesota's Knowledge and Competency Framework – For Early Childhood Educators	2		149949
☐ WIDA And Early Childhood Development	2		198028
☐ Making the Most of Your 1440 Minutes Each Day	2		193414
☐ Self-Care for the Early Childhood Educator	2		193412
☐ Transforming Minnesota's Early Childhood Workforce	2		171727
☐ Selecting Staff for your Early Childhood Program	2		203229
☐ Welcome Aboard: Orienting New Staff Members	2		203228
☐ Well-being: A Call for Self and Community Care	2		201774
☐ Creating a Positive Work Environment	2		203227

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	Hours completed:	
CDA Area 7. Observing and Recording Children's Behavior	**Hours remaining:**	
Course Title	**In-service Hours**	**Course ID**
☐ Authentic Observation	2	130842
☐ Assessment: Focus on Observation and Documentation	2	204859
☐ Assessment: An Overview	2	204856
☐ Assessment: Individualizing Your Practice	2	204861
☐ Assessment: Deepening Your Practice	2	204924
☐ Assessment: Informing Curriculum and Instruction	2	204914
	Hours completed:	
CDA Area 8. Understanding Principles of Child Development and Learning	**Hours remaining:**	
Course Title	**In-service Hours**	**Course ID**
☐ Getting to Know the MN ECIPS Domains: Approaches to Learning	2	194906
☐ Getting to Know the MN ECIPS Domains: The Arts	2	194907
☐ Getting to know the MN ECIPS Domains: Language, Literacy and Communications	2	194909
☐ The Development of Executive Functioning in Early Childhood	2	201071
☐ Introduction to the Early Childhood Indicators of Progress (ECIPs): MN Early Learning Standards	2	172884
☐ An Overview of the Montessori Method	2	198114
☐ Dual Language Learners	2	159509
☐ Developmentally Appropriate Behavior Guidance	2 of (4)	108889
	Hours completed:	

CDA Resources & Information

To earn the CDA®, you must complete 120 clock hours of professional early childhood education, covering the growth and development of children relevant to the age group and setting of the credential type you will apply for. With no fewer than 10 hours in each of the eight CDA® subject areas. If you are looking for training for infant-toddler, center-based, or family child care types, we can help with that too.

The Council does not accept training obtained from independent consultants, trainers, or training completed at conferences.

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To show proof of your professional education, you must provide transcripts, certificates, or training verification letters (originals or copies) in your Professional Portfolio. A Professional Development Specialist will review your documentation at the time of your CDA® verification visit.

Need help with your professional portfolio? Request assistance by using the CDA Portfolio Assistance Request Form.

Still have questions about obtaining your CDA®? Contact our Workforce Advising Coordinator, Christy Berg, at ChristyB@childcareawaremn.org or 651.290.9704 (x118)

Helpful Links:

Learn more about the CDA®

Search for training on the Eager-to-Learn website

Browse Help and Support resources for navigating Eager-to-Learn