

How to Renew your CDA credential

STARS currently supports 180 active Wyoming child care providers to track their training hours for renewal of their Child Development Associate credential.

When providers send a copy of their CDA certificate to STARS it is entered into their STARS training record and one-year before the CDA's expiration date the provider gets a reminder letter from STARS that renewal time is approaching.

You should plan to submit your CDA renewal packet in the 90 days before your certificate is set to expired. Renewing your CDA with the Council for Professional Recognition requires five things:

1. Provide proof of a current Red Cross or other agency First Aid certificate.
2. Provide proof of at least 4.5 CEUs (45 hours of eligible training) or a three-credit-hour course in early childhood education/child development, principles of adult learning, mental health counseling, etc. These are in addition to the original 120 clock hours required to obtain the CDA credential. Bilingual CDAs must meet this requirement with coursework incorporating bilingual issues.
3. Proof of at least 80 hours of work experience in the past year with young children or families of young children
4. A completed Letter of Recommendation Form regarding your competence with young children prepared by an early childhood education professional
5. Provide proof of current membership in a national or local early childhood professional organization. In Wyoming, this could mean WECA, PEP, the Head Start Association or other recognized early childhood association.

Remember, if you use STARS approved training to accumulate your required 45 hours of training keep in mind that clearinghouse hours and conference hours DO NOT count toward an initial CDA or its renewal. The first renewal period is three years long and goes to five years after the first renewal.

A three-credit college can also be used to satisfy your CDA renewal training credit. Licensed child care providers are eligible to apply for WY Quality Counts CDA scholarship funding to pay for a college class and the costs of renewing their CDAs. At Laramie County Community College, the recommended course for the renewal hours on the CDA is Curriculum and Instruction. Another choice is Observation and Guidance. Both are offered on-line through LCCC in Cheyenne. At Northwest Community College in Powell, the on-line course choices include Child Development, Child Guidance and Observation, Curriculum Development and Introduction to Early Childhood as well as Special Education Birth to Eight.

Providers can also access WY Quality Counts scholarship funding to renew their CDAs including the cost of taking a college course to their 45-hour training requirement. A three-credit course with a C or better grade will fulfill the 45-hour training requirement for CDA renewal. The Career Development Program at WCAA can assist providers with applying for scholarship and questions about the general renewal process.



STARS is a program of
Wyoming Children's Action Alliance
3116 Old Faithful Road, Suite 100
Cheyenne, Wyoming 82001
307.635.2272 Toll-Free 800.400.3999 Fax 307.635.2306