



CDA Verification Visit

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CANDIDATE NAME:

DATE:

TIME:

AGE GROUP:

Infant / Toddler

Preschool

Family Childcare

CENTER ADDRESS:

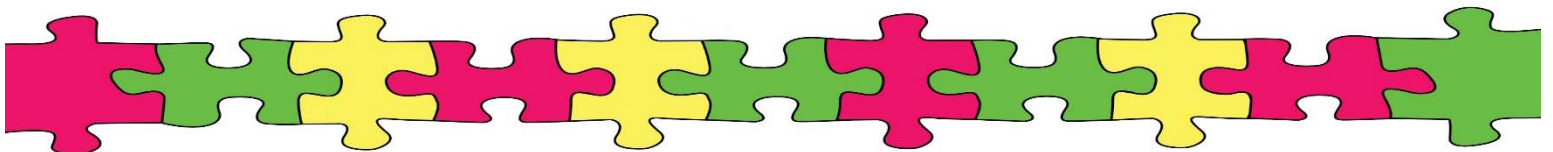
CENTER PHONE:

DIRECTIONS AND PARKING INFORMATION FOR PD SPECIALIST:

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Notes for the Candidate:

- Be sure that there are no center-wide events (fire-drills, assemblies, field trips) that will disrupt the verification visit.
- Let your center director know and approve of your visit.
- Set aside a private meeting place for the Reflective Dialogue between the candidate and PD specialist.
- Set aside a private place for the PD Specialist to review your portfolio.
- Be sure to have all of the required items on the following checklist
- The more clearly your portfolio is organized, the easier it is for the PD specialist to review!





Required Materials Checklist

Candidate's Picture ID

Professional Portfolio including all items (*preferably in this order and clearly labeled*)

My CDA Professional Portfolio Checklist

First Aid and Infant/ Child (Pediatric) CPR Documentation

Professional Education Requirements Documentation

Family Questionnaires Summary Sheet Completed

6 Competency Statements completed and labeled

17 Resource Collection Items completed and labeled

Professional Philosophy Statement

Competency Standards book containing the R.O.R. tools for the setting.

Reflective Dialogue Worksheet (located in the Competency Standards book) with the "Areas of Strength" and "Areas of Growth" complete.

Comprehensive Scoring Instrument (located in Competency Standards book)

