



CDA Professional Education Record



The CDA Professional Education Record is a tool to record the 120 hours of professional education required to obtain a CDA Credential. It is organized by CDA Subject Areas:

- CDA Subject Area 1: Planning a safe and healthy learning environment
- CDA Subject Area 2: Advancing children’s physical and intellectual development
- CDA Subject Area 3: Supporting children’s social and emotional development
- CDA Subject Area 4: Building productive relationships with families
- CDA Subject Area 5: Managing an effective program
- CDA Subject Area 6: Maintaining a commitment to professionalism
- CDA Subject Area 7: Observing and recording children’s behavior
- CDA Subject Area 8: Understanding principles of child development and learning

Why use this tool?

An up-to-date Professional Education Record will help you organize, plan, and track your professional education hours. A CDA candidate must complete 120 clock hours of professional education with no fewer than 10 hours in each of the eight CDA Subject Areas.

For information on acceptable professional education refer to your CDA Competency Standards book, pp. 8-9.

How to use this tool

The CDA Professional Education Record has a page for each CDA Subject Area and a page for additional professional development experiences. Record the date, title, hours, and any comments/notes for all existing and future professional education you complete. You must provide transcripts, certificates, or letters (originals or copies) to show proof of your 120 hours of professional education to the Council for Professional Recognition.



[Use this link to download the Professional Education Record to help you track your progress!](#)

(Word doc)



Supported by funds from the Office of Child Development and Early Learning, jointly overseen by the Departments of Human Services and Education.

This publication is available in alternative media on request.

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

extension.psu.edu/programs/betterkidcare

Claudia C. Mincemoyer, Ph.D.,
Better Kid Care Program Director
2182 Sandy Drive – Suite 204
State College, PA 16803

© 2018 The Pennsylvania State University

HO_CDA_PER.indd