Use the CDA Course Pacing Guide to “pace” your monthly CDA coursework.

- **Want to finish in twelve months?** Follow the pacing guide to complete your CDA coursework in one year.
- **Need more time? Or need to finish sooner?** Increase or decrease the number of courses and amount of coursework completed each month.

### The CDA Course Pacing Guide includes:

- **Course modules**
  - Monthly CDA tutorials and core and elective modules.

- **Required reading**
  - Monthly CDA course readings.

- **Professional Portfolio**
  - Monthly items for the Professional Portfolio.

<table>
<thead>
<tr>
<th>Month</th>
<th>Course modules</th>
<th>Required reading</th>
<th>Professional Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td>CDA 1 Tutorial</td>
<td><em>CDA Competency Standards</em> book – Introduction and Parts 1 &amp; 2</td>
<td>RC I (1-3) CS 1</td>
</tr>
<tr>
<td></td>
<td>CDA 1 Core modules 5 modules, 10 hours</td>
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<tr>
<td></td>
<td><em>Access CDA Course</em></td>
<td><em>Access CDA Required Coursework</em></td>
<td><em>Access Professional Portfolio How-to Guide</em></td>
</tr>
</tbody>
</table>

Links to additional course supports.

Add each month’s tasks to your weekly calendar plans.

Transfer items to a planning calendar. Here’s one you can use.
<table>
<thead>
<tr>
<th>Month</th>
<th>📖 Course modules</th>
<th>📝 Required reading</th>
<th>📜 Professional Portfolio</th>
</tr>
</thead>
</table>
| Month 1 | CDA Get Started Tutorial  
CDA 1 Tutorial  
CDA 1 Core modules  
5 modules, 10 hours | *CDA Competency Standards* book – Introduction and Parts 1 & 2  
*Essentials for Working with Young Children* – Introduction and Competency Standard I  
*Essentials Workbook* – Introduction, Competency Standard I | My CDA Cover Sheet  
RC I (1-3)  
CS 1 |
|       | CDA 2 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard II  
*Essentials Workbook* – Competency Standard II | RC II (1-9)  
CS II |
| Month 2 | CDA Tutorial 2  
CDA 2 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard III  
*Essentials Workbook* – Competency Standard III | RC III  
CS III |
|       | CDA 3 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard IV  
*Essentials Workbook* – Competency Standard IV | RC IV (1-4)  
CS IV |
| Month 3 | CDA Tutorial 3  
CDA 3 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard V  
*Essentials Workbook* – Competency Standard V | RC V  
CS V |
|       | CDA 4 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard VI  
*Essentials Workbook* – Competency Standard VI | RC VI  
CS VI (1-3) |
| Month 4 | CDA Tutorial 4  
CDA 4 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard VI  
*Essentials Workbook* – Competency Standard VI | |
|       | CDA 5 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard VI  
*Essentials Workbook* – Competency Standard VI | |
| Month 5 | CDA Tutorial 5  
CDA 5 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard VI  
*Essentials Workbook* – Competency Standard VI | |
|       | CDA 6 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard VI  
*Essentials Workbook* – Competency Standard VI | |

**Access CDA Course**  
**Access CDA Required Coursework**  
**Access Professional Portfolio How-to Guide**

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**PennState Extension**

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<table>
<thead>
<tr>
<th>Month</th>
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<th>Required reading</th>
<th>Professional Portfolio</th>
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</thead>
</table>
| **Month 7** | CDA Tutorial 7  
CDA 7 Core modules  
5 modules, 10 hours | **CDA Competency Standards** book – Part 3  
**Essentials for Working with Young Children** – Review Competencies I-VI  
**Essentials Workbook** – Review Competencies I-VI | Outline and begin to write your Professional Philosophy Statement  
Review Professional Portfolio work  
Review NAEYC Code of Ethical Conduct |
| **Month 8** | CDA Tutorial 8  
CDA 8 Core modules  
5 modules, 10 hours | **CDA Competency Standards** book – Review Parts 1-3  
**Essentials for Working with Young Children** – Review and finish reading  
**Essentials Workbook** – Review and finish reading | Finish your Professional Philosophy Statement  
Review Professional Portfolio work  
Review NAEYC Code of Ethical Conduct |
| **Month 9** | CDA Electives  
Select 5 modules, 10 hours | **CDA Competency Standards** book – Review CDA Checklist & Part 3  
**Essentials for Working with Young Children** – Review and finish reading  
**Essentials Workbook** – Review and finish reading | Begin to organize Professional Portfolio items (as directed in CDA Competency Standards book) |
| **Month 10** | CDA Electives  
Select 5 modules, 10 hours | **CDA Competency Standards** book – Review CDA checklist & Part 3 (including all forms)  
**Essentials for Working with Young Children** – Review and finish reading  
**Essentials Workbook** – Review and finish reading | Organize Professional Portfolio and review the My CDA Professional Portfolio checklist in CDA Competency Standards book |
| **Month 11** | CDA Electives  
Select 5 modules, 10 hours | **CDA Competency Standards** book – Review CDA checklist & Part 3 (including all forms)  
**Essentials for Working with Young Children** – Review and finish reading  
**Essentials Workbook** – Review and finish reading | Complete your Professional Portfolio and review the My CDA Professional Portfolio checklist in CDA Competency Standards book |

**Access CDA Course**  
**Access CDA Required Coursework**  
**Access Professional Portfolio How-to Guide**
## Required Reading


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**CDA Course Pacing Guide**

<table>
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<tr>
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<th>Professional Portfolio</th>
</tr>
</thead>
</table>
| Month 12 | CDA Electives  
Select 5 modules, 10 hours  
CDA Get Ready to Finish Tutorial  
CDA Course completed! | **Read and complete the following:**  
*CDA Competency Standards* book – Review CDA checklist & Part 3 (including all forms)  
*Essentials for Working with Young Children* – Review and finish reading  
*Essentials Workbook* – Review and finish reading | **Complete the following:**  
Complete your Professional Portfolio and review the My CDA Professional Portfolio checklist in *CDA Competency Standards* book  
Review your CDA Checklist to prepare for next steps |

**Get Ready to Apply**

- Review CDA Get Ready to Finish Tutorial to help with next steps  
- Make sure to complete the final “CDA Get Ready to Finish” tutorial. This tutorial will help you to plan the next steps on your CDA journey.

- **Read and complete the following:**  
*CDA Competency Standards* book – Review CDA checklist and Part 3 to plan next steps  
*Essentials for Working with Young Children* – Review  
*Essentials Workbook* – Review the “Test Your Knowledge” sections to practice for CDA Exam  
- Review the Council for Professional Recognition’s website to help you prepare for CDA Application, Verification Visit, and CDA Exam: [www.cdacouncil.org](http://www.cdacouncil.org)

**Access CDA Course**  
**Access CDA Required Coursework**  
**Access Professional Portfolio How-to Guide**

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**Better • Kid • Care**

[extension.psu.edu/programs/betterkidcare](http://extension.psu.edu/programs/betterkidcare)  
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