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.
  - RC = Resource Collection
  - CS = Competency Statements

<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)</td>
</tr>
<tr>
<td></td>
<td>CDA 1 Core modules 5 modules, 10 hours</td>
<td></td>
<td>CS 1</td>
</tr>
<tr>
<td></td>
<td><strong>Access CDA Course</strong></td>
<td><strong>Access CDA Required Coursework</strong></td>
<td><strong>Access Professional Portfolio How-to Guide</strong></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 |
| Month 2 | CDA Tutorial 2  
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 3 | CDA Tutorial 3  
CDA 3 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard III  
*Essentials Workbook* – Competency Standard III | RC III  
CS III |
| Month 4 | CDA Tutorial 4  
CDA 4 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 5 | CDA Tutorial 5  
CDA 5 Core modules  
5 modules, 10 hours | *Essentials for Working with Young Children* – Competency Standard V  
*Essentials Workbook* – Competency Standard V | RC V  
CS V |
| Month 6 | CDA Tutorial 6  
CDA 6 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) |

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

**Access CDA Course**

**Access CDA Required Coursework**

**Access Professional Portfolio How-to Guide**
# CDA Course Pacing Guide

<table>
<thead>
<tr>
<th>Month</th>
<th>Course modules</th>
<th>Required reading</th>
<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! | Complete the following:  
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 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.

- Review 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](#)

## Required Reading


---

**Better • Kid • Care**

This publication is available in alternative media on request.

Penn State College of Agricultural Sciences research and extension programs are funded in part by Pennsylvania counties, the Commonwealth of Pennsylvania, and the U.S. Department of Agriculture. Where trade names appear, no discrimination is intended, and no endorsement by Penn State Extension is implied. 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. This resource is for educational purposes. You may not use this material for commercial purpose or economic gain.

© 2022 The Pennsylvania State University

extension.psu.edu/programs/betterkidcare