CDA Assessment Fee Voucher Guidelines

What is a voucher?

This program supplies payment for the CDA Assessment Fee that is required to complete the CDA Credential process. This program pays 100% of the \$425 assessment fee for the initial CDA credential. (Funding for second site CDA and CDA renewal is not available through this program.) Please note: The CDA assessment fee is paid directly to the Council for Professional Recognition. This program does not reimburse individuals.

What are the eligibility requirements?

All Applicants must meet all of the following criteria:

- A resident of Pennsylvania
- A PA DPW registered family child care practitioner; PA DPW certified group child care home practitioner; OR Employed in a PA DPW certified child care center/registered home
- Employed by a program that is designated a Keystone STAR 1 or higher
- Working in that program at least 20 hours per week
- 50% of your CDA coursework must be completed before you can apply for the voucher

How do I apply for a voucher?

- 1. Apply online or download the application at www.pakeys.org and <u>submit all required documentation as noted</u>. *Sign the application in blue ink.*
- 2. If your application is approved, you will receive a Voucher indicating that funds will be paid to the Council for Professional Recognition when you send your CDA Assessment Application to them.
- 3. Submit one copy of the Voucher with your Direct Assessment Application to the Council for Professional Recognition, and return the other signed copy to the PA Keys to Professional Development.

What is the deadline to apply?

Your completed voucher application (step 1 above) must be received by the PA Keys to Professional Development after you complete 50% of your CDA coursework and before you submit your Direct Assessment Application to the Council for Professional Recognition. Your voucher will be valid until June 30 of the fiscal year (July 1-June 30) you apply in. *Please note due to the time needed to process applications, no applications will be accepted during the month of June*.

Pennsylvania Early Learning Keys to Professional Development

PA Keys to Professional Development

c/o BCIU P.O. Box 16050 Reading, PA 19612-6050

CDA Assessment Fee Voucher Application

INSTRUCTIONS: Complete this application form and mail it with **all** documentation to the above address. *Incomplete applications will be returned.*

1. APPLICANT INFO	ORMATION					
Applicant's Name: (Please print or type)	Last		First	ı	Middle	Maiden
Social Security #: (Required)		Email /	Address:			
Home Address:						
	Number Street	Apt. # (if	applicable)	City	State	Zip Code
Daytime Phone #: (_))		_Evening Ph	one #: ()	
2. EMPLOYMENT IN I am a: Keystone ST		Two Three	Four			
Family Child Care	Provider: Registration	on #:				
Group Child Care	Home Employee: G	Froup Name:			Certification #:	
Child Care Center	Employee: Center N	Name:			Certification #:	
How many hours do	you work per week?		_			
Are you working in a	school-age program	n?Yes	_No			
Are you working in a	PA Pre-K Counts cl	assroom?	_YesNo			
3. CDA PROFESSION Name of agency pro				velopment:	t:	
How many hours of Note: Applications f	CDA coursework hav	/e you compl t Fee Vouche	eted? er can be sub	mitted wher	n 50% of coursewo	ork is complete
Date (or expected da					ework:/	DD YYYY
4. REQUIRED DOCU SUBMIT COPIES OF					IVIIVI L	זזזז טנ
Please initial on the li PA State Family Certification	ne next to each item t Day Care Home Cert				ication of Compliar	nce; or PA
5. STATEMENT give my consent for the application to the Counterformation about the supplication is true and	ncil for Professional R status of my application	ecognition aron with the PA	nd for the Cou A Key. I certify	ıncil for Profe	essional Recognitio	n to share
Applicant's Signature MUS	T BE SIGNED IN BLUE IN	ık			Date	