# 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:

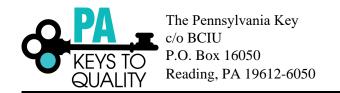
- A resident of Pennsylvania
- A PA DPW registered family child care practitioner; PA DPW certified group child care home practitioner; OR Employed in a PA DPW certified child care center/registered home
- Employed by a program that is designated a Keystone STAR 1 or higher
- Working in that program at least 20 hours per week (**Exception:** If you are currently a student in a Career and Technical Education (CTE) program you may submit documentation on school letterhead indicating you are enrolled and currently working in a STARS facility. Meeting the 20 hours weekly will be waived.)
- 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*.



# 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.* 

Applicant's Name: (Please print or type)	Last	First	Midd	le	Maiden
Social Security #: (Required)		Email Address:			
Home Address:	Number Street	Apt. # (if applicable)	City	State	Zip Code
		Evening Ph			•
2. EMPLOYMENT II I am a: Keystone ST		Two Three Four			
Family Child Care	Provider: Registrat	ion #:			
Group Child Care Home Employee: Group Name:				tification #:	
Child Care Center Employee: Center Name:				tification #:	
How many hours do	you work per week	?			
Are you working in a	school-age progran	m?YesNo			
Are you working in a	PA Pre-K Counts o	lassroom?YesNo			
How many hours of	CDA coursework ha	your CDA professional de  ve you completed?  t Fee Voucher can be sub	Phone #:	% of coursewo	
		f CDA professional develo		ork: /	/
	MENTATION (Requ	ired to verify application)		MM [	DD YYYY
		that is included with this ap tificate of Registration; or P.	•	ion of Compliar	nce; or PA
application to the Cour	ncil for Professional I status of my applicati	Fee Voucher Program (PA Recognition and for the Cou ion with the PA Key. I certify f my knowledge.	uncil for Profession	onal Recognitio	n to share