



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

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 submit all required documentation as noted.
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.***

