



Earn your
CDA[®]



COUNCIL
for
PROFESSIONAL
RECOGNITION



The Maryland State Department of Education, Division of Early Childhood will provide funding to support child care providers with obtaining their Child Development Associate[®] (CDA) Credential[™] from the Council for Professional Recognition.

3 Easy Steps to Apply For CDA Funding!

Step 1: How to set up your CDA profile

- Create an account in the CDA application system (yourcouncil.org).
- When your account has been set up, the system will generate a customer ID number.

Note: The seven-digit customer ID # is critical to moving forward with the process to obtain funding from MSDE.

Step 2: How to apply for funding through MSDE

- Complete the CDA Funding Application Form using the following link:
<https://forms.gle/wkfbF9bnDvhj1R1z6>
- Include all required information along with your seven-digit customer ID number from your CDA application profile.

Step 3: How to pay for your CDA Credential

- After your employment status is verified by MSDE, the CDA Council will be notified of your approval.
- You will then receive an email with your voucher number from the CDA Council to begin the CDA exam process.
- When you are ready to begin the CDA exam process, use the voucher number at “check-out” to complete the payment process.

Congratulations! You are now ready to complete your CDA Credential process!

- Note:**
- Application may take up to 10 business days to verify employment in the State of Maryland depending on the volume of applications received.
 - Incomplete applications will not be processed.
 - Applicants will receive an approval or denial email from MSDE.

For additional information, please email: b5.msde@maryland.gov **Subject line:** CDA Funding