



Navy Child and Youth Programs Child Development Associate (CDA) and Military School Age (MSA) Credentialing Process Guidance

The Child Development Associate (CDA) and Military School Age (MSA) Credential Process applies to all CYP employees and providers. Ongoing training is available to support CDA and MSA credentialing both in the Continental United States (CONUS) and Outside the Continental United States (OCONUS). All CYP Professionals are to be educated about the process at new hire orientation, career coaching and Individual Development Plan discussions.

Eligible participants may pursue credentialing and/or renewal of the following:

- **Child Development Associate (CDA):** Most widely recognized credential in Early Childhood Education (ECE) based on a core set of competency standards (e.g., infant/toddler, preschool, and family child care) which guide early care professionals as they work toward becoming qualified teachers of young children.
- **Military School Age (MSA):** Credential for Military School Age teachers, staff members, and Family Child Care providers demonstrating high level of competency working with school age children.

Eligibility criteria for each credential is defined by the [Council for Professional Recognition](#) within each respective application packet. Trainers and Directors shall use this criterion to review employee/provider (i.e., candidate) CYP Child Development Associate (CDA) and Military School Age (MSA) Credentialing Application Authorization forms (Encl 3).

Credential fees are *neither* reimbursable *nor* retroactive. Expenses and authorization must be obtained prior to submission of the credentialing application to the Council.

Candidates are not required to complete training plans before applying for a credential. Trainers and Directors must work toward building portfolios of evidence to ensure candidates are prepared to complete training requirements and apply for a credential simultaneously.

This program *does not* support Continuing Education Units (CEUs) or professional association membership. These are personal expenses for the CYP professional.

CDA/MSA Credentialing Process

The CDA/MSA process involves close coordination between Employee/Provider (i.e., candidate), Trainer, Director, Region/Designee, and CNIC (N926). Exhibit 1 shows the sequence of steps in terms of the responsibilities of all involved parties.

Exhibit 1: CDA/MSA Credentialing Process Map



CYP Professional Planning, Application and Approval Process

- **CYP Professional Candidate:** Submits a completed CYP Child Development Associate (CDA) and Military School Age (MSA) Credentialing Application Authorization form (Encl 3) to their CYP Training Specialist (Exhibit 1).
- **CYP Training Specialist:** Verifies the candidate’s eligibility in accordance with the Council for Professional Recognition’s eligibility criteria and requirements and forwards to the CYP Director for approval. Identify training material requirements.
- **CYP Director:** Validates the candidate’s eligibility, approves/authorizes the fee and consolidates all CYP Child Development Associate (CDA) and Military School Age (MSA) Credentialing Application Authorizations received. Submits to the Regional CYP Manager or Designee for submission to the Council for Professional Recognition.
- **Regional CYP Manager or Designee:** Prepares and submits one (1) consolidated CDA/MSA Credentialing and Renewal Coversheet (Encl 4) from the region to CNIC (N926) along with each installation CYP Child Development Associate (CDA) and

Military School Age (MSA) Credentialing Application Authorization form (Encl 3) and each Purchase Request Packet Order/ Authorizations (Encl 2) no later than the 5th day of each month for the following month projected expense (*i.e., packets received 5 Dec 2018 = Jan 2019 projected expenses*).

- On a monthly basis, disseminates the credential fee authorization letter to installations for distribution to appropriate candidate whom attaches agency paid funding authorization to complete credentialing/renewal process.
 - MSA credential applications may only be submitted via a hard copy packet and must be accompanied by the MSA Application and CDA or MSA Credentialing Fee Authorization (Encl 3). For inquiries related to the Military School Age (MSA) Credential email the council directly at: MSA@cdacouncil.org
- Submit Child Development Associate (CDA) and Military School Age (MSA) Application Packet Purchase Request Authorizations directly to: JonathanN@cdacouncil.org

CNIC N926 Funding Authorization: CNIC N926 manages the CDA/MSA Credentialing program. Reviews, verifies and approves funding authorizations within contract limits and notifies the region of available funding by the 15th day of each month.

Region CYP Manager or Designee Authorization

The Regional CYP Manager or Designee is authorized to purchase pre-authorized quantities of training materials on behalf of CNIC N926 limited to the following allocations list:

TRAINING PACKETS			
REGION	ALLOCATOIN	REGION	ALLOCATION
EUROPE	20	NAVAL DIST. WASH.	35
JAPAN	20	NORTHWEST	20
KOREA	2	SINGAPORE	2
HAWAII	20	SOUTHEAST	30
MARIANAS	15	SOUTHWEST	30
MID-ATLANTIC	45		

Request for additional packets: Funding restrictions apply and are reviewed on case by case basis. As applicable, email your request for additional packets to:

[CNIC CYPTuition.fct@navy.mil](mailto:CNIC_CYPTuition.fct@navy.mil)

Be sure to leverage “free downloads” via the council for professional recognition for training materials where available to maximize online savings.