

**PARENT/CHILD INCORPORATED (PCI)**

**of**

**San Antonio & Bexar County**

*“Growing San Antonio’s Tomorrow...Today!”*



**Career Pathways for Obtaining  
Child Development Associate  
(CDA) Credential**

## **Career Pathways for Obtaining CDA Credentials**

In alignment with current staffing needs and industry trends, Parent/Child Incorporated is committed to hiring individuals who are either in the process of obtaining or currently hold Child Development Associate (CDA) credentials. To support the professional development of our staff, and as approved by the Board of Directors and Policy Council, we offer a comprehensive 6-month on-the-job training program. This program includes specific milestones and completion deadlines to ensure successful certification.

The **Career Pathways Program** for obtaining CDA credentials provides participants with valuable learning opportunities, the development of Early Childhood Education (ECE) readiness skills, expert guidance, and hands-on work experience.

The starting pay for these positions is based on the employee's experience and qualifications.

### **CDA Program Process:**

#### **1. Initial Interview & Commitment:**

- During the interview process, candidates who do not currently hold a CDA are asked whether they are willing to obtain the certification as a condition of employment.

#### **2. Orientation:**

- During orientation, employees are introduced to the CDA Standards Book, which outlines the complete process. We ensure that all employees fully understand the requirements.
- The agency covers the total cost of the CDA process (\$725.00). Employees are informed that should they leave the organization within two years of certification; they will be required to reimburse the agency for this amount.
- Employees are provided with a detailed 6-month timeline to complete their CDA training, which is facilitated through our partner, **Tick Tock**, a specialized training company.

#### **3. Ongoing Support:**

- The Education staff regularly follow up with CDA candidates within their caseload to remind them of key deadlines and offer any necessary assistance.
- One-on-one support is available to address any questions or challenges candidates may face during the training process.

#### **4. CDA Application Completion:**

- Staff members, led by the Education Training Staff, will assist candidates in completing the CDA application within the established timeline.

#### **5. CDA Test and Observation:**

- Once the application is submitted, staff will coordinate the scheduling of the CDA test and the required observation with the CDA representative.

**6. Action Plan for Retesting:**

- In the event a candidate does not pass the CDA exam, the Education Coordinator will create an individualized action plan. This plan will outline a timeline for additional preparation, including reviewing the CDA booklet and conducting quizzes on each section to ensure readiness for the retake.