

Tri-County Community Council, Inc.  
Head Start/Early Head Start

**Part: 1302 Program Operations**

**Subpart: I-Human Resources Management**

**Section: 1302.91 Staff qualification and competency requirements**

**Subject: CDA Credential Renewal**

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**Policy:**

Early Head Start teachers and Head Start teacher assistants are required to maintain a current Child Development Associate (CDA) or Florida Child Care Professional (FCCPC) Credential. An initial CDA Credential is current for three years and after renewing the first time will be current for five years each time after that. This policy only applies to those without a higher degree in Childhood Education.

**Procedure:**

1. The Early Head Start teachers and Head Start teacher assistant is required to maintain a current CDA/FCCPC Credential through knowing when it is time to renew the CDA/FCCPC Credential.
2. The Early Head Start teacher and Head Start teacher assistant must plan in advance to take a credited class or training that includes CEUs that is required to renew a CDA/FCCPC Credential.
3. The Early Head Start teacher and Head Start teacher assistant will follow the CDA/FCCPC Credential guidelines and timeframes for renewing a CDA/FCCPC Credential.
4. The Early Head Start teacher and Head Start teacher assistant will do all that is required to renew a CDA/FCCPC Credential and turn the required information in before the deadline (set by The Council for Professional Recognition or the Florida Child Care Professional Credential) and in turn will receive their renewed CDA/FCCPC Credential by the time the current one expires.