

# CDA Online Application Steps

## Step 1. Create Account

- [www.cdacouncil.org](http://www.cdacouncil.org)
- Create ID/Password

## Step 2. Pre-Application

- Select credential type
- Select language specialization

## Step 3. Application

- Verify eligibility
- Enter PD Specialist Endorsement Number\*
- Send director/program permission statement

## Step 4. Pre-Submittal Review

- Review payment option information
- Apply for CDA mini-grant\*
- Receive mini-grant approval letter from DCC
- Email customer ID number to [DCCPDstaff@ky.gov](mailto:DCCPDstaff@ky.gov)
- Receive voucher number from [info@cdacouncil.org](mailto:info@cdacouncil.org)

## Step 5. Checkout

- Enter voucher number
- Make payment

## Step 6. Ready to Schedule

- Receive 6-month deadline
- Schedule exam
- Schedule verification visit

\*These items can be done prior to beginning the online application process. The candidate can 1) select and contact a PD Specialist to receive an endorsement number, and 2) apply for a CDA mini-grant. View tutorials for each step at [www.cdacouncil.org](http://www.cdacouncil.org).