



DEPARTMENT OF THE NAVY  
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WASHINGTON NAVY YARD, DC 20374-5140

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From: Commander, Navy Installations Command (N9)

Subj: NAVY CHILD AND YOUTH PROGRAMS CHILD DEVELOPMENT ASSOCIATE  
(CDA) AND MILITARY SCHOOL AGE (MSA) CREDENTIALS POLICY  
LETTER

Ref: (a) Title XV of Public Law 101-189, Military Child Care  
Act of 1989 of 29 Nov 89  
(b) CNICINST 5300.2

Encl: (1) Child Development Associate (CDA) and Military  
School Age (MSA) Credentialing Guidance  
(2) Child Development Associate (CDA) or Military  
School Age (MSA) Application Packet-Purchase Request  
(3) Child Development Associate (CDA) or Military  
School Age (MSA) Credentialing Authorization  
(4) Child Development Associate (CDA) and/or Military  
School Age (MSA) Credentialing Coversheet

1. Commander Navy Installations Command (CNIC) Child and Youth Programs (CYP) (N926) has received supplemental funding to offer all CYP employees and Child Development Homes (CDH) Providers an opportunity to continue their training and receive recognition from a national organization.

2. Reference (a) requires all military child care program meet accreditation standards through a nationally recognized organization. The Council of Professional Recognition developed the CDA/MSA credential to improve the quality of child and school-age care programs. It is designed to assess and credential educational professionals based on training and performance and is recognized by our national accrediting organization as a method for improving the professional status of the organization.

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3. In accordance with reference (b), CNIC (N926) has established a centralized contract with the Council of Professional Recognition to streamline the process for funding the CDA/MSA credentials. Enclosures (1) through (4) provide the processes for participating in this opportunity.

4. CNIC (N926) point of contact is Ms. Rikki Leigh at 901-874-6692, DSN 882, or Rikki.Leigh@navy.mil.



E. J. CANNON  
Director,  
Fleet and Family Readiness

Distribution:

All Region/Installation Fleet and Family Readiness Directors  
All Region/Installation MWR Program Managers  
All Region/Installation Child and Youth Program Managers  
All Region/Installation Fleet and Family Support Managers  
All Region/Installation Non-Appropriated Fund Human Resource  
Offices



## CHILD AND YOUTH PROGRAMS (CYP)

Child Development Associate (CDA) and Military School Age (MSA)  
Credentialing Guidance

**OVERVIEW:** Child and Youth Program (CYP) employees and Child Development Home (CDH) providers are eligible to receive CYP Child Development Associate (CDA) and Military School Age (MSA) Credentialing and Renewal Program. Ongoing training is available to support CDA and MSA credentialing for Navy Child and Youth Programs, Child Development Center, School Age Care and Youth, and Child Development Homes, both in the Continental United States (CONUS) and Outside the Continental United States (OCONUS). Eligible participants may pursue credentialing and 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, 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.

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

### CYP Professional Planning and Application Process

#### Training Materials and Request for Application Packet

The Regional CYP Manager or Designee is authorized to purchase packets (per regional allocation) for each installation by submitting a CDA/MSA Application Packet Purchase Request to the Council (Encl 2). The following Regional allocation is authorized:

REGIONAL APPLICATION PACKET ALLOCATIONS			
REGION	ALLOCATION	REGION	ALLOCATION
• EUROPE	• 20	• MIDWEST	• 20
• JAPAN	• 20	• NAVAL DISTRICT WASHINGTON	• 35
• KOREA	• 2	• NORTHWEST	• 20
• HAWAII	• 20	• SINGAPORE	• 3
• MARIANAS	• 15	• SOUTHEAST	• 30
• MID-ATLANTIC	• 35	• SOUTHWEST	• 30

**Note:** Additional packets may be available. Contact Rikki Leigh, 901.874.6682 or [rikki.leigh@navy.mil](mailto:rikki.leigh@navy.mil) for further information to support supplementary need once the regional allocation is exhausted.

#### Credentialing Application Authorization

An eligible CYP Professional for candidacy must submit for CYP Child Development Associate (CDA) and Military School Age (MSA) Credentialing Application Authorization (Encl 3) to obtain program consideration and fee approval. Applications and Authorizations are submitted through the CYP chain of command, reviewed, and approved locally. Installations will package all approved applications and submit to the Region CYP Manager.



## CHILD AND YOUTH PROGRAMS (CYP)

Child Development Associate (CDA) and Military School Age (MSA)  
Credentialing Guidance

Regional CYP Manager or Designee validates candidate eligibility and authorizes the fee. Credential fees are neither reimbursable nor retroactive expenses and authorization must be obtained prior to submission of the credentialing application to the Council quarterly.

- Council's CDA Direct Assessment Application must clearly indicate the fee is "agency paid" (block 4) and the CDA or MSA Credentialing Fee Authorization (Encl 3) must accompany each individual application packet when submitted by the individual. CDA credential applications may be submitted on line or via a hard copy packet.
- Council's 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).

### CYP Professional Planning and Application

- Verify eligibility as outlined by the Council for relevant credential or professional development options.
- Complete CDA and/or MSA Credentialing Application.
- Submit Application to CYP Training Specialist for Review and Approval.

### Training Specialist Review and Approval

- Verify candidate eligibility according to Council eligibility criteria and requirements.
- Submit approved application to CYP Director for approval.

### CYP Director Review and Approval

- Verify candidate eligibility according to Council eligibility criteria and requirements and initiate authorization request with Region CYP Manager or Designee.
- Consolidate Employee Application(s) and submit installation packet to Region CYP Manager or Designee.

### Region CYP Manager or Designee Action

- Disseminate credential fee authorization letter to installations for distribution to appropriate CYP Professionals to accompany respective individual candidate applications to the Council.
- Submit one (1) consolidated coversheet from the region to CNIC (N926) monthly reporting authorized credential and renewal fees per installation.
  - o Alpha Order by Installation
  - o Sub Alpha Order by CYP Professional Last Name

REGIONAL PACKET DEADLINE FOR CNIC (N926) SUBMISSION	
Coversheet & Application Authorizations	Submission Deadline
IF authorized credential or renewal during the: <ul style="list-style-type: none"> <li>➤ <b><u>current</u></b> month</li> <li>➤ <b><u>preceding</u></b> month</li> </ul>	THEN coversheets s are due no later than: <ul style="list-style-type: none"> <li>➤ <b>5<sup>th</sup> of next month</b></li> <li>➤ <b>5<sup>th</sup> of current month</b></li> </ul>



**NAVY CHILD AND YOUTH PROGRAMS**

CDA or MSA Application Packet – Purchase Request

TO: The Council for Professional Recognition, Finance Department

SUBJECT: Purchase Request Fee Authorization

The installation below is requesting credential or renewal application packets under the agreement between Commander, Naval Installations Command (CNIC), N926 Child and Youth Programs (CYP) and The Council for Professional Recognition. Under the agreement, the Council will process the request and the associated fees will be billed against the Navy CYP Contract: **HDQMWR-13-C-0003**.

**INSTALLATION POINT OF CONTACT AND SHIPPING INFORMATION**

NAME: \_\_\_\_\_ INSTALLATION: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ SHIPPING ADDRESS: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**APPLICATION PACKET ORDER**

PACKET TYPE:	# REQUESTED:
CDA Preschool	
CDA Infant/Toddler	
CDA Family Child-Care	
CDA Renewal	
Military School-Age (MSA)	
Military School-Age (MSA) Renewal	
<b>TOTAL APPLICATION PACKETS REQUESTED</b>	

**APPLICATION PACKET ORDER**

I authorize the purchase of application packets for the above installation and will report this purchase to CNIC N926 as required. For questions or additional information, please contact:

REGION: \_\_\_\_\_  REGIONAL CYP MANAGER  
 NAME: \_\_\_\_\_  REGIONAL DESIGNEE  
 PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ SIGNED: \_\_\_\_\_

**FAX TO: 888.451.4109 ATTENTION: Jonathan Nesbitt  
OR EMAIL TO: JonathanN@cdacouncil.org**



# CHILD AND YOUTH PROGRAMS (CYP)

Child Development Associate (CDA) or Military School Age (MSA)  
Credentialing Fee Authorization

Please provide the requested information and submit for approval.

## CYP PROFESSIONAL & INSTALLATION INFORMATION

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SERIES: \_\_\_\_\_ GRADE: \_\_\_\_\_

PROGRAM:  CDC  CDH  SAC  YOUTH

INSTALLATION: \_\_\_\_\_

## COURSE DETAILS

**CREDENTIAL TYPE:** (Please mark the appropriate choice below).

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> CDA Preschool      | <input type="checkbox"/> CDA Family Childcare | <input type="checkbox"/> Military School-Age (MSA)         |
| <input type="checkbox"/> CDA Infant/Toddler | <input type="checkbox"/> CDA Renewal          | <input type="checkbox"/> Military School Age (MSA) Renewal |

Candidate requests authorization for the job related coursework and skill assessment for the program listed above. I understand benefits will not exceed the cost for initial assessment and certification and/or renewal. Candidate authorizes the Council to discuss credential status with and provide copy of credential to upon completion. Candidate will supply a copy of credential for training records.

_____	_____	_____	_____
CYP Professional Signature	Date	Training Specialist Signature	Date

I certify the above named candidate is an active Provider or a current employee.

_____	_____
Director Signature	Date

The Candidate above is applying for a CDA/MSA Credential or Renewal under the agreement between Commander, Navy Installation Command Child and Youth Programs and The Council for Professional Recognition. Under the agreement, the Council will process the credential application and the associated fees will be billed against the Navy CYP Contract: **HDQMWR-13-C-0003**.

_____	_____
Regional Signature	Date

**IMPORTANT: THIS FORM MUST ACCOMPANY THE COUNCIL APPLICATION. THE COUNCIL WILL NOT PROCESS REQUEST WITHOUT VERIFICATION THE CANDIDATE MEETS THE ABOVE CRITERIA.**

# CHILD AND YOUTH PROGRAMS (CYP)

Child Development Associate (CDA) and/or Military School-Age (MSA) Credentialing Coversheet

**CDA/MSA CREDENTIALING AND RENEWAL COVERSHEET:**

**FY:**

**DATE:**

Please use the form below to consolidate requested CDA or MSA credential or renewal for each quarter. CNIC (N926) will use the information provided to process approval and authorization for CYP Professionals. CNIC N926 support is available for initial credentials and renewal only. This program does not support continuing education units (CEUs) or professional association membership. These are personal expenses for the professional.

*NOTE:* Alpha order by Installation. Sub Alpha Order by CYP Professional Last Name.

REGION	REGION MANAGER OR DESIGNEE	CONTACT INFORMATION (DSN, Commercial, Email)

QTR	INSTALLATION (Alpha Order)	CANDIDATE DESIGNATION (Employee or Provider)	CANDIDATE NAME (Last Name, First Name)	CREDENTIAL (CDA OR MSA)	CREDENTIAL CATEGORY (Initial, Renewal)

**Submit coversheets to N926 at:**  
 mill\_cn timer\_cyptuition@navy.mil