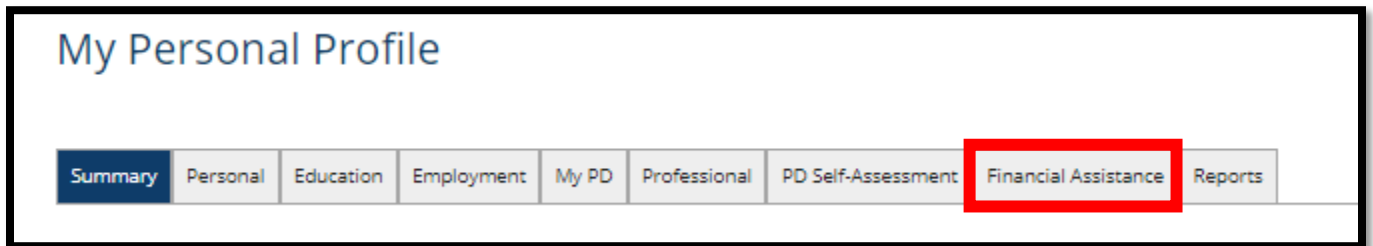




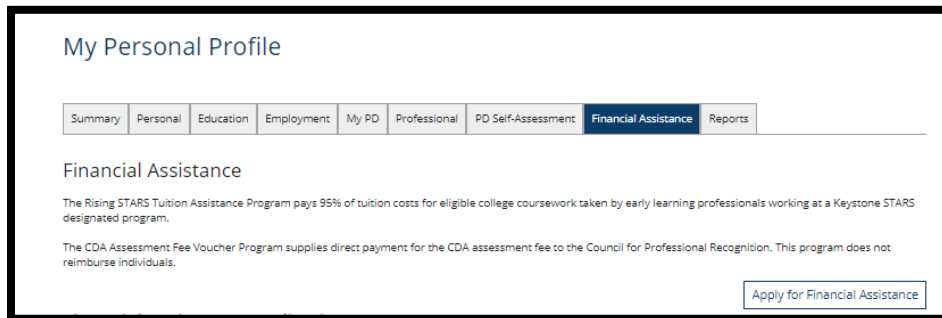
## HOW TO APPLY FOR A CDA VOUCHER

To apply for a CDA Voucher, **you must complete your profile** on the Professional Development Registry by clicking the **Complete My Profile/Career Pathway** tab and completing the information on all screens. Once you complete and submit your profile, you will have access to the **Financial Assistance tab** on your home screen.

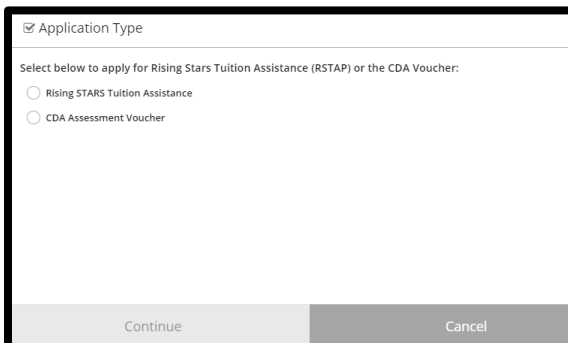
1. Click the **Financial Assistance** Tab:



2. Click **Apply for Financial Assistance**.



3. Click on **CDA Assessment Voucher** and click **Continue**.



4. Read the Eligibility Rules here and choose **Close**.

### Eligibility

#### CDA Assessment Voucher Eligibility

Applicants must meet **ALL** of the following criteria:

- A resident of Pennsylvania
- Working in that program at least 20 hours per week, unless working in a CTE program.
- CDA coursework must be completed and the Assessment Application on the [www.cdacouncil.org](http://www.cdacouncil.org) website must be in "Checkout" status

Applicants must meet **ONE** of these:

- A PA DHS registered family child care practitioner that is designated a Keystone STAR 1 or higher
- A PA DHS certified group child care home that is designated a Keystone STAR 1 or higher
- Employed in a PA DHS certified child care center/registered home that is designated a Keystone STAR 1 or higher
- Participating in a Career and Technical Education (CTE) program

5. Complete all three sections including **Personal Information, Employment and CDA Assessment Voucher Information.**

- Choose **Review** next to Personal Information.
- Verify that all your information on this screen is correct and choose **Confirm**.



- Choose **Review** next to Employment.
- Answer if you are working in a School-Age Program, or if you are working in a Pre-K Counts Program.
- Check that your employment is listed correctly and choose **Save & Confirm**.

### Employment Information

Are you working in a school age program?

Yes  
 No

Are you working in a PA Pre-K Counts Classroom?

Yes  
 No

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### Employment History

[Manage](#)

**i** The employment history below comes directly from your profile.  
Click "Manage" to update your employment information.

Pennsylvania Key  
Start: 02/03/2020 / End Present  
Title Administrative Staff / Compensation Not Provided / Status Verified by Program  
Keystone STARS Level No Star Level / License Number / Months Per Year 12 / Hours Per Week 40

**Save & Confirm** Close

- f. Choose **Review** next to CDA Assessment Voucher Information.
- g. Find your 7 digit Council Customer ID in your Council for Professional Recognition 'Your Council Account' at [www.cdacouncil.org](http://www.cdacouncil.org). If you do not have an account, please click on **Your Council Login** to create an account.
- h. Answer all the questions in this section.
- i. Upload Scholarship Documentation- The following documents must be submitted with your application. Incomplete applications or those submitted with missing documents will be delayed. Please read this information carefully.

### Scholarship Documentation

#### Required Documents for Application Submission

The following documents must be submitted with your application. Incomplete applications or those submitted with missing documents may be delayed.

- DHS Certification of Compliance (obtained from Director/Owner of current employer) -See [Sample](#) (PDF)
- Complete application on the CDA Council website([cdacouncil.org](http://cdacouncil.org)) with a "Checkout" Application Status. [Example](#) (PDF)
- If you are currently a student in a Career and Technical Education (CTE) program you may submit documentation on school letterhead indicating you are enrolled and currently working in a STARS facility. (Meeting the 20 hours weekly will be waived.)

If you are unable to upload documents, please fax supporting documentation to 717-213-0585 or email it to [pakeyvoucherprogram@pakeys.org](mailto:pakeyvoucherprogram@pakeys.org).

**No documents have been added.**  
Click the "+File" button to upload documents.

The following file types are accepted:  
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tif,.tiff,.zip

- j. Click **+Files** when you are ready to upload your documents.



- k. Find your documents on your computer that are required to upload. Click Open on your computer screen. The document will then be uploaded into the application.

profile pic.jpg  
Size 1.02 MB

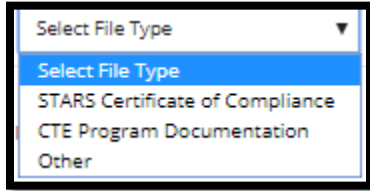
File Type

-- Select a File Type --

File type is required



l. Select the File Type of the document uploaded. See example below:



m. Click **Save & Confirm**



6. If any section has not been reviewed; you will not be able to submit your application. Once you have reviewed all sections, you can choose **Submit Application**.

CDA Assessment Voucher Eligibility Rules

All portions of the application must be reviewed and confirmed in order to submit.

Personal Information Review and update personal information such as contact information.	confirmed	Review
Employment Review and update employment information within your profile.	confirmed	Review
CDA Assessment Voucher Information The needed information to determine if you will receive CDA Assessment Voucher.	confirmed	Review

Cancel Application Submit Application

a. Please check the box that you have reviewed the Terms and Conditions and choose **Continue**.

CDA Assessment Voucher Terms and Conditions ×

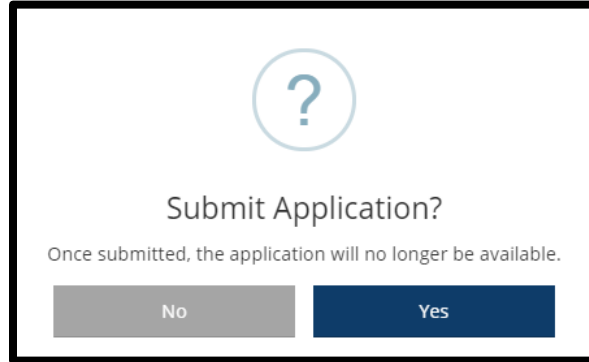
You must agree to the CDA Assessment Voucher terms and conditions in order to submit this application.

If you are applying for Rising Stars:

- I attest that I am employed by my employer listed on my Registry profile. If I have been employed for less than 12 months at my current employer, I have indicated my prior employer on my employer attestation form.
- I attest that I work at least 20 hours per week at the above-named early learning program.
- I understand that in accepting Rising STARS Tuition Assistance Program funds, I am agreeing to maintain my employment at my current legal entity or another Keystone STARS early learning program for two (2) months for each credit paid, with two months beginning at the conclusion of the course for which Rising STARS Tuition Assistance was received. Total time due will not to exceed 24 months following the conclusion of the most recent course completed. If I do not meet this requirement, I will reimburse the Rising STARS Tuition Assistance Program funds paid on my behalf for which I did not maintain the employment requirement.
- I understand that if I fail to maintain a grade point average (GPA) of 3.0 ("B") or higher, I will not be eligible for the Rising STARS Tuition Assistance Program for future classes until my GPA returns to a 3.0 or higher.
- I understand that should I drop out of, not complete the above class, or be unable to fulfill the required time owed per credit approved by the Program, I am agreeing to reimburse the Rising STARS Tuition Assistance Program the amount of tuition paid on my behalf for this class.
- I attest that I am an Assistant Teacher, Aide, Teacher, or Assistance Director and my annual salary is less than

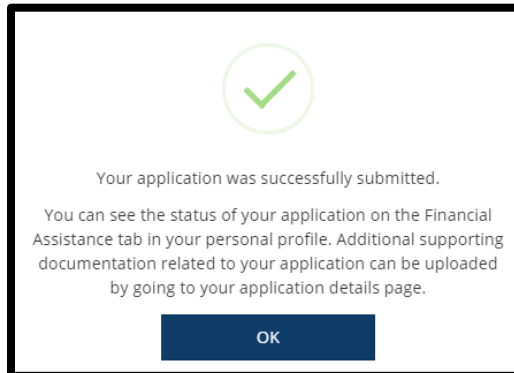
I attest and agree to all of the above.

- b. Choose **Yes** to submit your application.



A dialog box with a white background and a black border. At the top center is a light blue circle containing a question mark. Below this is the text "Submit Application?". Underneath that is a smaller line of text: "Once submitted, the application will no longer be available." At the bottom are two buttons: a grey button labeled "No" and a dark blue button labeled "Yes".

- c. You will be able to see the status of your application under the Financial Assistance tab.



A dialog box with a white background and a black border. At the top center is a light green circle containing a checkmark. Below this is the text "Your application was successfully submitted." Underneath that is a paragraph: "You can see the status of your application on the Financial Assistance tab in your personal profile. Additional supporting documentation related to your application can be uploaded by going to your application details page." At the bottom center is a dark blue button labeled "OK".