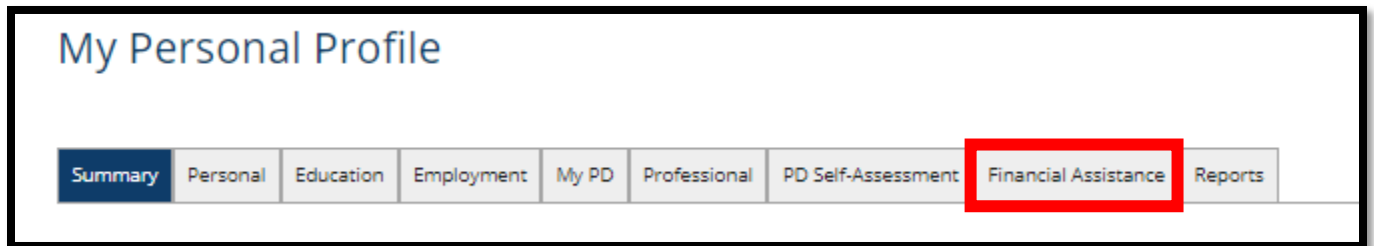


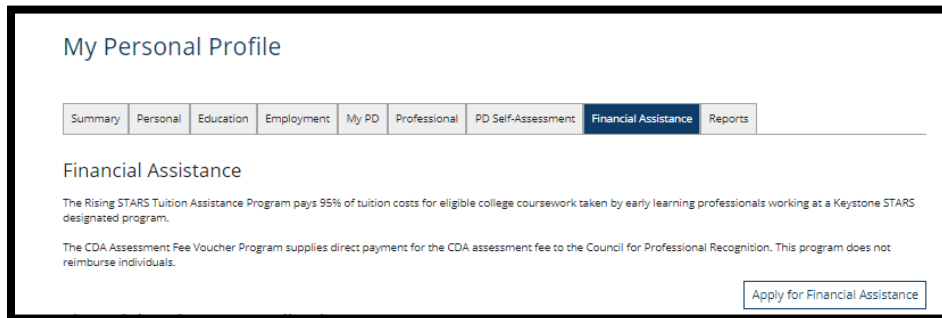
## CÓMO SOLICITAR UN CUPÓN POR LA APLICACIÓN DE CDA

Para solicitar un cupón CDA, **debe completar su perfil/complete My Profile** en el Registro de Desarrollo Profesional haciendo clic en el botón **Complete My Profile/Career Pathway** y completar la información en todas las pantallas. Una vez que complete y envíe su perfil, tendrá acceso a la **Financial Assistance** pestaña en la pantalla de inicio.

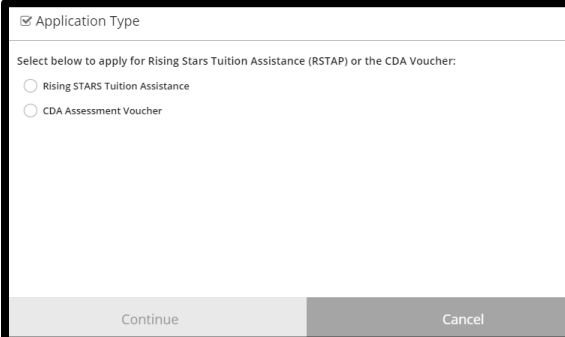
1. Haga clic en el botón **Financial Assistance**:



2. clic **Apply for Financial Assistance**.



3. Haga clic en **CDA Assessment Voucher** y haga clic en **Continue**.

A screenshot of a form titled 'Application Type'. It includes a checked checkbox for 'Application Type' and a section with the text 'Select below to apply for Rising Stars Tuition Assistance (RSTAP) or the CDA Voucher:'. There are two radio button options: 'Rising STARS Tuition Assistance' and 'CDA Assessment Voucher'. At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.

4. Lea las Reglas de Elegibilidad aquí y elija **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

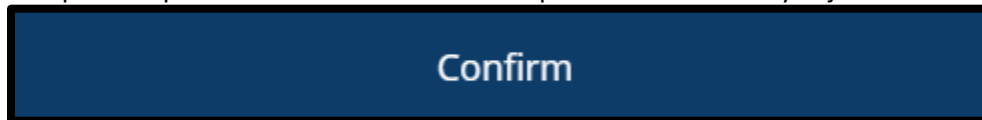
Applicants must meet **ONE** of these:

- 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 las tres secciones, incluyendo **Personal Information, Employment y CDA Assessment Voucher Information.**

a. elegir **Review** Cerca de **Personal Information.**

b. Compruebe que toda la información en esta pantalla es correcta y elija **Confirm.**



c. Elegir **Review** cerca de **Employment.**

d. Responda si está trabajando en un School-Age Program, o si está trabajando en un Pre-K Counts Program.

e. Compruebe que su empleo aparece correctamente y elija **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

**Employment History** Manage

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

<b>Pennsylvania Key</b> 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. elegir **Review** cerca de **CDA Assessment Voucher Information**.
  - g. Encuentre su ID de cliente del Consejo de 7 dígitos en su Consejo para el Reconocimiento Profesional 'Your Council Account' at [www.cdacouncil.org](http://www.cdacouncil.org). Si no tiene una cuenta, haga clic en **Your Council Login** para crear una cuenta.
  - h. Responder a todas las preguntas de esta sección.
1. Cargar documentación de becas- Los siguientes documentos deben ser presentados con su solicitud. Las solicitudes incompletas o las presentadas con documentos faltantes se retrasarán. Por favor, lea esta información cuidadosamente.

### 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.

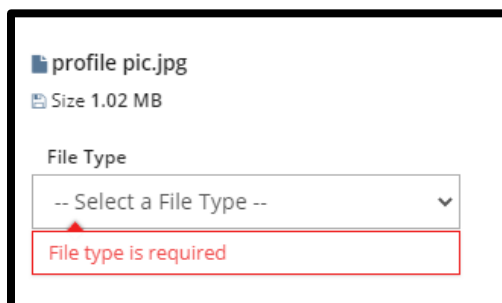
+File

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

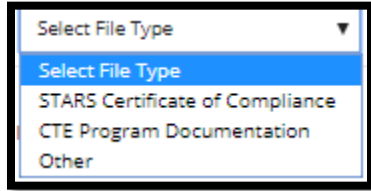
- i. Clic **+Files** Cuando esté listo para cargar los documentos.



1. Encuentre sus documentos en su computadora que deben cargar. Clic Open en la pantalla del ordenador. A continuación, el documento se cargará en la aplicación.



1. Seleccione el Tipo de archivo del documento cargado. Vea el ejemplo a continuación:



- j. Clic **Save & Confirm**



6. Si alguna sección no ha sido revisada; no podrá presentar su solicitud. Una vez que haya revisado todas las secciones, puede elegir **Submit Application**.

A screenshot of the "CDA Assessment Voucher" review screen. At the top right is a link for "Eligibility Rules". Below the title, it says "All portions of the application must be reviewed and confirmed in order to submit." There are three sections, each with a "Review" button and a "confirmed" status: "Personal Information" (Review and update personal information such as contact information.), "Employment" (Review and update employment information within your profile.), and "CDA Assessment Voucher Information" (The needed information to determine if you will receive CDA Assessment Voucher.). At the bottom right are two buttons: "Cancel Application" and "Submit Application".

- a. Marque la casilla en la que ha revisado los Términos y condiciones y elija **Continue**.

A screenshot of a dialog box titled "CDA Assessment Voucher Terms and Conditions". It contains the text: "You must agree to the CDA Assessment Voucher terms and conditions in order to submit this application." Below this is a scrollable area with the heading "If you are applying for Rising Stars:" followed by a list of six terms and conditions. At the bottom, there is a checkbox labeled "I attest and agree to all of the above." which is checked.

b. Elegir **Yes** para presentar su solicitud.

c. Usted será capaz de ver el estado de su solicitud bajo el **Financial Assistance** pestaña.

