



CDA Professional Development (PD) Specialist™ Pre-Virtual Verification Visit Checklist

PLEASE RETAIN FOR ONE YEAR FROM THE TIME OF CDA VIRTUAL VERIFICATION VISIT™.

Prior to the CDA Virtual Verification Visit™, the CDA PD Specialist™ must use this *Pre-Virtual Verification Visit Checklist* when contacting the CDA® candidate to screen and record the required documentation. This checklist helps to ensure the success of the virtual verification visit, the candidate’s proper preparation and ultimately the success of the credentialing process.

- Ensure the candidate’s name is listed in your scoring tool **before** scheduling the virtual verification visit.
- Verify the information below matches the candidate’s information in your scoring tool.

Part 1: Candidate & Visit Information

Verify that the candidate will be in the **lead teacher** role during the CDA Virtual Verification Visit™.

Candidate Name: _____

Candidate Phone Number: _____

Date Ready to Schedule Notice was Received: _____

CDA Virtual Verification Visit™ City/State: _____

Program Name: _____

Program Address: _____

Program Phone Numbers: _____

Director’s Name: _____

Ages of Children Enrolled in Class/Group/Home: _____

Number of Children Enrolled in Class/Group/Home*: _____

**The student-teacher ratio must align with the candidate’s local requirements. Note: each state’s requirements may fluctuate during periods of natural disasters and state emergencies.*

SETTING TYPE:

Verify the setting with the color of the candidate’s CDA® *Competency Standards* book. Contact the ECE Observations team at pds@cdacouncil.org if the candidate does not have the CDA *Competency Standards* book matching their setting.

- Preschool (Green) Infant/Toddler (Yellow) Family Child Care (Blue)

LANGUAGE SPECIALIZATION: *(If applicable, indicate language of assessment below.)*

Monolingual: Spanish Language other than English or Spanish _____

Bilingual: English and Spanish English and (please indicate other language) _____

REQUIRED ITEMS: *(A check mark indicates that the candidate confirms an understanding these items are required for the virtual verification visit.)*

- _____ 1. Candidate Picture ID: *(Note: Ask the candidate to show their identification to the camera. Make sure you read the name and confirm the photo matches the candidate.)*
- _____ 2. Candidate CDA *Competency Standards* book: *(Note: Remind the candidate to bring an ORIGINAL COPY on the day of the CDA Virtual Verification Visit™.)*

- _____ 3. Candidate *CDA Professional Portfolio* (Note: Remind the candidate to bring their portfolio on the day of the CDA Virtual Verification Visit™.)

Please ensure that the candidate has the following *CDA Professional Portfolio* contents: Current First Aid & Infant CPR; Documentation verifying completion of 120 hours of formal education; *My CDA® Professional Portfolio Checklist*; *Family Questionnaires Summary Sheet*; *CDA Virtual Verification Visit™ Reflective Dialogue Worksheet* with “Areas of Strength” and “Areas of Growth” completed.

CDA VIRTUAL VERIFICATION VISIT SCHEDULE:	(R)eview Date & Time:	(O)bservation Date & Time:	(R)eflection Date & Time:
---	----------------------------------	---------------------------------------	--------------------------------------

- _____ 4. There are no program-wide events that impact the CDA Virtual Verification Visit™ process.
- _____ 5. The candidate will have their professional portfolio with them the day of the virtual visit.
- _____ 6. The candidate is able to secure a private space, set aside for the reflective dialogue.
- _____ 7. The candidate has the required minimum number of children enrolled in their classroom as per the local requirements.
- _____ Ask the candidate what the local student/teacher ratio is for their area. If the candidate is unfamiliar or does not know, contact the program director to confirm. (Note: Include the ratio on the line provided.)

Part 2: Room Tour

You will need your printed copy of the *Comprehensive Scoring Instrument* (CSI) for part 2.

Be sure to make note in your CSI of the items that were not found or able to be seen.

I have viewed the posted:

- Daily/weekly lesson plans and/or routine
- Menus
- Evacuation Plans

I have been shown the:

- Sanitizing and cleaning materials
- First Aid and safety kit
- Location of the student health information from families

I have completed the following Settings & Activities sections of the CSI:

- Functional Area 1
- Functional Area 2
- Functional Area 3
- Functional Area 6
- Functional Area 11
- Other areas

Part 3: Virtual Technology Check (VTC)

- Remind the candidate and Visit Navigator that the virtual visit **must not be recorded at any time.**
- Also remind them that the Visit Navigator does not go inside of bathroom spaces. **When an infant is being changed, the live stream is taken from the back of the candidate. The live stream during diapering should not ever include the infant.**

Visit Navigator Name: _____

Visit Navigator Phone Number: _____

- The Visit Navigator was present for the VTC portion.
- The same streaming device that will be used on the day of the virtual verification visit was used for the VTC.
- The Visit Navigator has read through the documentation provided for them about the position.

SOUND CHECK:

I could hear the candidate speaking (while wearing a mask and with children present) when the streaming device was:

- 6 feet away from candidate
- 12 feet away from candidate
- 20 feet away from candidate
- There were no gaps or interruptions in sound.
- There were gaps or interruptions in sound.

VISUAL CHECK:

- I could clearly see the entire area where the candidate will be located with the children, including:
 - Circle time
 - Meals
 - Outdoor play area
- There **were no** issues with the clarity of the streaming video during this test.
- There **were** issues with the clarity of the streaming video during this test.

CONNECTIVITY CHECK:

- We have tested different spaces in the room where the candidate and Visit Navigator might stand during the observation to ensure connectivity is consistently reliable.

Final Results

- The Internet connection was clear and consistent throughout the VTC.
- The Internet was NOT clear and consistent.

Technology Issues

If you, the PD Specialist, the Visit Navigator, or the candidate indicate there is a problem with any of the above items, do not move forward with the scheduled the visit.

Next Steps for Technology Issues:

- The PD Specialist is instructed to direct the candidate to resolve with their program director.
- The PD Specialist emails the Council through pds@cdacouncil.org to inform of the delay. In the subject line include “Technology Delay”. Within in the body of the email, describe the situation and include the candidate’s name and ID number. This should be a concise message.
- Instruct the candidate to cancel the visit in *YourCouncil* and submit a new date aligned with the date by which the issues would be resolved.
- If candidate believes connectivity issues cannot be resolved, they need to email pds@cdacouncil.org, because they will need to go back to an in-person visit.

Post-Checklist Completion

After the *Pre-Virtual Verification Visit Checklist* has been completed, the PD Specialist will need to fill out the checklist in *YourCouncil* **at least 48 hours prior** to the scheduled visit. This online version only includes the questions for the first part of the *Pre-Virtual Verification Visit Checklist* and does not include information about the VTC or Room Tour. If this step is not done, you will not be able to access the online CSI.