

## Application for a CDA Scholarship

**Instructions:** This CDA Scholarship covers the fees for submitting a CDA application to the Council for Professional Recognition. The NDE Office of Early Childhood accepts CDA scholarship applications on a year round basis. Application for a CDA Scholarship should be made no later than three (3) weeks prior to submitting application materials to the Council for Early Childhood Professional Recognition.

CDA application submitted **online** – Upon approval, the applicant will receive an email from CDA with a voucher number. This number is to be used to complete the financial part of the online application. NDE will send an email to the applicant notifying them to be looking for the email from CDA.

CDA applications submitted by **paper** - Upon approval, NDE will email a Letter of Authorization to the applicant. This letter provides authorization for the Council for Early Childhood Professional Recognition to invoice NDE for the appropriate fees. **The Letter of Authorization will be valid for 60 days and must be included with the application being sent to the Council for Early Childhood Professional Recognition.**

<b>PAPER</b> Are you submitting a <b>paper</b> CDA application? Complete this section :	
Please indicated what type. ____ Family Child Care ____ Home Visitor ____ Infant Toddler ____ Preschool	____ Initial Application  ____ Renew Application

or

<b>ONLINE</b> Are you submitting a CDA application <b>online</b> ? Complete this section :	
<b>Customer ID#</b> _____  <small>*Applicant must have already created an online account with the Council for Professional Recognition to get this ID #. It is a seven-digit# that can be found on the profile page of your account.</small>	
Please indicated what type. ____ Family Child Care ____ Home Visitor ____ Infant Toddler ____ Preschool	____ Initial Application  ____ Renew Application

Name: \_\_\_\_\_

Work Place: \_\_\_\_\_

Work Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Mark if your employer is participating in Step Up to Quality \_\_\_\_\_

Date: \_\_\_\_\_

Mail this completed Scholarship Application to: CDA Scholarship  
NDE, Office of Early Childhood  
P.O. Box 94987  
Lincoln, NE 68509

Or Email it to: [tammi.hicken@nebraska.gov](mailto:tammi.hicken@nebraska.gov)