

Directions for requesting the CDA application fee be paid by a check from **thread/SEED directly to the Council for Professional Recognition:**

YourCDA Credential

Council Chat Send a Message Logout


NOTICE!

Here are the next steps for your application:

- Pay the assessment fee (mail in payment documents as needed).
- After you pay, the Council will review your application.
- If your application is in order, you will receive a notification that you are ready to schedule your CDA Exam and Verification Visit.
- Once you complete your CDA Exam and Verification Visit, the Council will make a credentialing decision.


If you have any questions, you can click the *Send a Message* in the top menu.

[continue later](#) [PROCEED to Payment](#)



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Payment 


[Payment Options](#) Balance Due Submit Payment

The assessment fee is \$ 425.00

Please select your payment method:

- Voucher from an agency or the military that has agreed to pay all or part of your fee
- Online payment with credit card (VISA, MasterCard, or Discover)
- Online payment with electronic check
- Check or money order

[cancel](#) [continue later](#) [PROCEED](#)

Payment  [Payment Options](#) [Balance Due](#) [Submit Payment](#)

Payment Information

Please fill out the required fields. You will be able to review your payment before it is processed.

Balance Due **\$ 425.00**

Check or Money Order

Check or Money Order Amount **\$ 425.00**


Check or Money Order Number 0000

Name on check, if not Candidate thread

[Add Another: Check or Money Order](#)

Remaining Balance **\$ 0.00**

[continue later](#) [CONFIRM Payment](#)

Payment  [Payment Options](#) [Balance Due](#) [Submit Payment](#)

Payment of Balance Due

Please review your payment information to make sure it is correct.

Your payment is not complete until you click *Submit Direct Assessment Fee* at the bottom of this page.

After making your payment, you will get instructions for printing a cover letter for the documents you must send to the Council to complete your application.

Balance Due **\$ 425.00**

Check or Money Order

Check or Money Order Amount: **\$425.00**

Order Number: 0000

Name on check, if not Candidate: thread

[Edit: Check or Money Order](#)

Remaining Balance **\$ 0.00**

[cancel payment](#) [SUBMIT DIRECT ASSESSMENT FEE](#)

Please click SUBMIT only once to avoid multiple charges.

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[Council Chat](#) [Send a Message](#) [Logout](#)

Payment Submission


Thank you for submitting payment. The receipt is in your messages.

To complete your application, please print the cover letter and mail it with all documents named on the cover letter checklist.

 [PRINT COVER LETTER](#)

NOTE: You must submit your cover letter with your documents. If you cannot print your cover letter now, you can always print it later from *Your Progress* page.



[logout](#)

 [continue later](#)



Submit copy of cover letter to **thread**, SEED **with** your CDA Award application.

(See the example below, which would have your name/information):

	<p>Cassie Hulse 3350 COMMERCIAL DR. SUITE 203 ANCHORAGE, AK 99515 11/04/2014</p>	<p>000042575 </p>
<p>To complete your CDA application, YOU MUST SEND THIS COVER LETTER AND ALL LISTED DOCUMENTS to the Council. Do NOT staple the documents. You must include all of the following documents or the Council will not review your application.</p>		
<p><input type="checkbox"/> Check or Money order for \$ 425.00</p>		
<p>Place cover letter on top of these documents, and submit in one of the following ways:</p>		
<p>fax: 202-280-1444</p>		
<p>email: documents@cdacouncil.org (all documents must be scanned and attached to the email)</p>		
<p>mail: place documents in an 8.5 by 11 envelope and mail to</p>		
<p>Council for Professional Recognition RE: YourCDA Processing 2460 16th St. NW Washington, DC 20009</p>		
<p>Remember:</p>		
<ul style="list-style-type: none">-Make sure to include all documents indicated on this cover letter.-Place cover letter on top.-If mailing, do not staple any of your documents.-If mailing, send the documents in an 8.5 x 11 envelope.		