



meet program administrator qualification requirements.

1. The program administrator will complete 120 hours of professional early childhood education training, consisting of approximately 90 modules, covering six instructional units, and will complete a CDA Professional Portfolio.
2. The program administrator will apply to the National Council for Professional Recognition using the online application process no later than **January 31, 2027**. At the time of application, the program administrator will upload their Professional Portfolio, the Professional Philosophy Statement, and Family Questionnaires.
3. The program administrator will complete the CDA examination no later than **April 30, 2027**.
4. The program administrator may be required to participate in an on-site verification visit depending on the CDA exam score.
5. The program administrator will obtain the CDA credential no later than **October 31, 2027**.
6. If the program administrator is unable to complete the CDA requirements by the expected achievement date, an individual that meets the program administrator qualifications outlined in ARSD 67:42:17:09 will be hired no later than **October 31, 2027**.

#### **Supporting Evidence:**

- The program administrator will submit a signed acknowledgment statement provided by the Office of Licensing & Accreditation confirming the agreed-upon timelines for training completion, portfolio development, and competency statements by May 22, 2026.
- The program administrator will notify the Office of Licensing & Accreditation whether an on-site verification visit is required after completion of the CDA examination.
- Monthly check-ins will be conducted by the Office of Licensing & Accreditation by phone or e-mail to monitor progress toward completion.
- The program administrator will submit documentation verifying receipt of the CDA Credential to the Office of Licensing & Accreditation upon completion.
- If the CDA requirement is not met by the established achievement date, the provider will notify the Office of Licensing & Accreditation of the individual who meets the program administrator qualifications and will submit documentation verifying that individual's education and/or experience.

#### **How Maintained:**

The program administrator will maintain and renew the CDA credential as required.

**Position Responsible:**  
Miranda Steele, Director/Program  
Administrator

**Expected Completion Date:**  
October 31, 2027

**Date Completed:**

**SIGNATURES**

Your signature below certifies you have read and understand the non-compliance findings and agree to make corrections to be compliant with the identified administrative rules.

Miranda Steele  
Provider Name



Signature of Provider

May 15, 2026

Date

**The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.**

Deb Bigge  
Printed Name of DSS Staff



5/18/2026, 7:53:09 AM

Signature of DSS Staff:

May 08, 2026

Date

### COMPLETION DETAILS

#### COMPLETION DATE:

**The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.**

Printed Name of DSS Staff

Signature of DSS Staff:

Date