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CCDP Application Package Part B

CCDP Application Form and Instructions

I. General Instruction

- Certification is voluntary. The application process requires you to address all areas of the criteria for certification; it relies on a combination of education, work experience, and evidence of competency.
- There is no application deadline. Applications are received on an on-going basis and are reviewed weekly. **Applications will be accepted after April 1, 2015.**
- **Please ensure you have read the Certification Criteria Document and the CDPCBO Policies and Guidelines before completing your application form. Consult the sample application form on the website if you are unsure how much information to provide. The FAQs on the website may answer many of your questions so consult them before completing the application.**
- Once you have read all the material start to gather all your information together. Those of you who have a portfolio will find it quite easy to complete the application.
- The application form can be downloaded on your computer. Then you can work on it and save as you go along. We recommend that you do the application a bit at a time rather than all at once as it is quite time consuming. Once you are finished, you can send the application electronically to us using the registration email address of registration@cdpcbo.org. Please use Microsoft Word and use “Save As” from the File Menu. In “Save As Type” drop down box select PDF. This will make sure that there are no viruses when we receive it. All supporting documents can be scanned and sent electronically **except the sealed transcripts and reference forms**, which must be submitted by mail. In your covering email make sure to list what items are to follow by regular mail.
- When completing the demonstration of your competencies please ensure you have given us enough evidence to be able to see how you meet each of the competency areas. In addition to your narrative on the application, be sure to include other evidence in your application package that you submit to us, e.g. resume/cv, job description, course outlines, materials that you have created, letters of appreciation, etc.
- All mail will be processed weekly. Once your application is received, we will inform you of its receipt and let you know when you can expect to receive results. We will not start the assessment process until the application and all material being submitted by regular mail is received, including payment.
- CDPCBO wants our processes to be as transparent as possible. The intention of certification in Ontario is to be as inclusive as possible while meeting and maintaining the National Standards and Guidelines and being in line with the certification criteria and processes of the other provinces. If after reading all the materials and information on the website you are still not sure if you “fit” please do not decide to forgo applying without consulting with us first. You can reach us at info@cdpcbo.org.

Certification Requirements

1. **Education and Experience.** You must qualify through one of the following categories of Education & Experience:
 - A. Certificate** – related 1 year certificate (min. 200 hours of class/coursework) plus 5,600 hours of related experience in the past 4 years, **OR**
 - B. Diploma** – related 2 year diploma (min. 400 hours of class/coursework) plus 4,200 hours of related experience in the past 3 years, **OR**
 - C. Bachelor’s Degree** – related 3-4 year degree plus 2,800 hours of related experience in the past 2 years, **OR**
 - D. Master’s Degree** – related Master’s degree plus 1,400 hours of related experience in the past year, **OR**

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E. Grandparenting – this is a time limited option available for the first 3 years of certification from April 1, 2015 to March 31, 2018.

- Must be currently employed in the field **in Ontario**
 - 7,000 hours of related experience in the past 10 years of which 4,000 hours must be in the last 5 years.
2. **Membership.** Application for individual membership with the CDPCBO. You must maintain your CDPCBO membership to maintain your CCDP certification.
 3. **Ethics and Theories.** Completion of the 2 mandatory courses (Ethics and Career Development Theories) within your course of study or taken separately.
 4. **Areas of Specialization.** Applicants must evidence how you have demonstrated the S&G core competencies and 3 areas of specialization through experience or training.
 5. **Professional References.** Use the **CDPCBO Reference Form.**

Payment of Fees:

- Applications must be accompanied by a payment of the CCDP application fee of \$225 (plus applicable taxes). Certification application fees are non-refundable. **Applications must be accompanied by an application for membership in the CDPCBO and membership dues. In the event that you do not receive certification, the \$50 membership fee will be refunded.**
- Indicate your method of payment in Section 1 of the application form (attached)
- Full description of fees is available on the website.

When submitting your application, only submit the application section beginning on the next page (not these 2 introductory pages)

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Checklist for Submitting Application

Please check the boxes to demonstrate that you have met each requirement.

- Read the Certification Criteria to ensure the correct completion of the Application Form.
- DO NOT** include any information that is: a) not requested (more is not better once you've submitted what we have asked for) or b) contrary to the Standards and Guidelines Code of Ethics and the Privacy Act (i.e. anything that would reveal the identities/names or personal information of clients – ex. individual workshop evaluations or client thank you cards).
- Complete the application. In order to streamline the processing of your application, your documents must be submitted in the order they are presented in the application form:
 - Section 1 - Personal Contact Information & CCDP Application Payment Form.**
 - Section 2 - Professional Association** –submit an application for membership to CDPCBO.
 - Section 3 - Application Category & Education Evidence:** Please provide one copy of official (sealed) academic transcripts to support education requirement.
 - Section 4 - Required Courses:** If courses are on the CDPCBO pre-approved list, simply attach photocopies of course completion documents. If not, provide one copy of official (sealed) academic transcripts if courses taken separately from your main education program claimed above.
 - Section 5 - Employment History:** Please list enough related employment history to evidence the required years based on the category you are applying under. **Attach an up-to-date resume, plus job descriptions (or similar) for each job claimed.** Majority of work experience claimed must be directly related to the employment/career development sectors, as outlined in the CCDP criteria document.
 - Section 6 – References:** Provide three (3) references; one of them on the CCDP Reference form and the other two can be more standard reference letters, completed and sealed in envelopes by your referees. See Application Package Part A: Certification Criterial Document for more detail.
 - Section 7 – Standards & Guidelines Competencies:** Write paragraphs describing how you have demonstrated the competencies in your work (or through training, if needed). See sample application form on website for amount of documentation required.
 - Section 8 – Other Related Training:** Not required unless it supports specific competencies/specialties in Section 7 and only if needed as extra supporting evidence.
 - Statement of Understanding:** Please ensure that you have signed and included the Statement of understanding.
- DO NOT submit this information in a binder or any other plastic coverings.
- Do not submit extra information beyond that required/requested. We will contact you for additional information if needed.
- Mail** your application for certification and CDPCBO membership application and payment to:
**Registrar's Office, Career Development Practitioners' Certification Board of Ontario
116 Viceroy Rd., Unit B1, Concord, Ontario L4K 2M2**
- Or **scan and email** in one document application and all supporting documents except sealed transcripts, references and payment to registration@cdpcbo.org:
(Follow-up to confirm delivery if you do not receive a confirmation notice)
Please use Microsoft Word and use "Save As" from the File Menu. In "Save As Type" drop down box select PDF. This will make sure that there are no viruses when we receive it.
Sealed documents such as transcripts and references and your payment will need to be mailed. Your application cannot be reviewed until it is complete with all original, sealed documents.

CCDP APPLICATION FORM

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Professional Association	Membership #	Membership Expiry Date	Application Form Attached for CDPCBO
Other:			N/A
Applying for membership in CDPCBO			

SECTION 3 – APPLICATION CATEGORY & EDUCATION EVIDENCE

Please refer to the **Certification Criteria** to determine which category to select. Note that **sealed transcripts** from the educational institution are required and **must be included with your application**. **Please do not have the institution send the transcript directly to CDPCBO but include it in your application package with your reference forms/letters. This will ensure that your complete package is received by us and reduces any possibility of documents going missing.**

Education and Experience Category: ✓ Check one appropriate box

	Category	Institution	Year Completed	Degree & Major/Diploma/Certificate	Sealed Transcript Attached
<input type="checkbox"/>	A. Certificate 1 year plus 5,600 hours				
<input checked="" type="checkbox"/>	B. Diploma 2 years plus 4,200 hours	GBC	2004	Career and Work Counsellor Diploma	Yes
<input type="checkbox"/>	C. Degree 3-4 years plus 2,800 hours				
<input type="checkbox"/>	D. Master's plus 1,400 hours				

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<input type="checkbox"/>	C Grand-parented 'til 31/3/2018				
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Note: Related degrees/diplomas may be approved if the applicant can demonstrate that a minimum of 6 courses or 30% of courses are relevant to career development. Such courses include Psychology, Sociology, Education, Human Resource Management, Counselling and Social Work. Please attach course/program outlines or course summaries to this section for consideration of relevancy. (See CCDP Certification Criteria Document for details)

SECTION 4 – REQUIRED COURSES

The following two courses or course modules/content must have been completed by every CCDP applicant **prior** to applying for the CCDP designation. These courses may have been part of the educational program claimed in Condition 1 as outlined in the Certification Criteria Document, or may have been taken separately as professional development to meet this requirement. All applicants are required to attach proof of completion of courses for both Ethics and Career Development Theory (these may be from one integrated course or parts of other courses).

Course Requirements for Ethics and Professional Conduct

- Consists of course content directly related to ethics within career development, counselling, social work or education (documented in the course outline)
- Meets 10 hours of substantive learning that can be delivered through face-to-face or online instruction (with the majority of the time engaged in facilitated/interactive learning)
- Involves an evaluative assignment, marked and graded by the course instructor
- Has an original (or copy of an original) personalized course completion record from the institution or instructor (such as a certificate, diploma, transcript or letter with the instructor’s signature)

Course Requirements for Career Development Theory

- Consists of course content including foundational and emerging career theories (documented in the course outline)
- Meets 20 hours of substantive learning that can be delivered through face-to-face or online instruction (with the majority of the time engaged in facilitated/interactive learning)
- Involves an evaluative assignment, marked and graded by the course instructor
- Has an original (or copy of an original) personalized course completion record from the institution or instructor (such as a certificate, diploma, transcript or letter with the instructor’s signature)

Note: For Ethics and Career Development Theory courses on the pre-approved list, photocopies of completion documents will suffice. If claiming courses within your education from Section 2, or if they are not on the pre-approved list, you must provide evidence (course outline/description) that the courses meet the criteria listed above. **See pre-approved courses under Guide to Mandatory Courses on the website.**

Ethics and Professional Conduct - Evidence of Training

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Course # if applic.	Course Title	Indicate # of Hours	Institution/Training Agency or Organization	Date Completed	Proof of Completion Attached
CARC 2014	Special Topics-Boundaries and Ethics	12	GBC	2004	Yes

Career Development Theories - Evidence of Training

Course # if applic.	Course Title	Indicate # of Hours	Institution/Training Agency or Organization	Date Completed	Proof of Completion Attached
CARC 1009	Career Development Theories I	35	GBC	2004	Yes

SECTION 5 – EMPLOYMENT

Work experience as evidence based on your application category:

Please provide enough employment history to evidence the required years. Use additional pages as necessary.

Please attach an up-to-date resume/cv and job descriptions to evidence the required hours. The longer CV format is recommended to supply sufficient detail for assessment.

Count hours in each relevant position. For positions when career/employment related duties only accounted for a portion or part of a job/role, count those hours as a portion of the time (e.g. 10 hours per week of a 35 hour work week spent on related activities/roles).

Employer: ABC Agency Job Title: Employment Counsellor Hours: 8500

Employer: _____ Job Title: _____ Hours: _____

Employment History

Name of Current Employer: _____

Position Title: _____

Work Address: _____

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City/Province: _____ Postal Code: _____

Website: _____

Name & Title of Supervisor (if applic): _____

Supervisor's Email Address: _____

Supervisor's Phone: _____ Fax: _____

Dates of Employment: From (mm/yy): _____ To (mm/yy): _____

Status of Employment: Full-time: Part-time: Short term contract: Related hours per week: _____

Name of Previous Employer: _____

Position Title: _____

Work Address: _____

City/Province: _____ Postal Code: _____

Website: _____

Name & Title of Supervisor (if applic): _____

Supervisor's Email Address: _____

Supervisor's Phone: _____ Fax: _____

Dates of Employment: From (mm/yy): _____ To (mm/yy): _____

Status of Employment: Full-time: Part-time: Short term contract: Related hours per week: _____

Name of Previous Employer: _____

Position Title: _____

Work Address: _____

City/Province: _____ Postal Code: _____

Website: _____

Name & Title of Supervisor (if applic): _____

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Supervisor's Email Address: _____

Supervisor's Phone: _____ Fax: _____

Dates of Employment: From (mm/yy): _____ To (mm/yy): _____

Status of Employment: Full-time: ___ Part-time: ___ Short term contract: ___ Related hours per week: ___

Attach more information on separate sheet if needed.

SECTION 6 – PROFESSIONAL REFERENCES

Minimum 1 detailed reference is required to support your application using the official CDPCBO Reference Form available on the website.

Additionally 2 references can be a more typical reference letter supporting your application for the CCDP. The letters should include relationship to the applicant, length of time and dates of relationship along with comments on the applicant's work experience, practices and competencies.

At least one reference **must** be from a supervisor or manager who can speak to and verify the applicant's professional/ethical conduct and their knowledge and application of career development practices and competencies. The person completing the CDPCBO form will sign off saying they have seen and support your application form. It is suggested that you go over your application form with them (much like a performance review) so that the referee knows what you are showing as evidence and concurs.

Criteria for acceptance as a professional reference include:

- The applicant must have known the referee for at least one year
- The applicant must have known the referee in a professional capacity
- The period the referees refer to must be within the last three (3) years
- The referee must not be a family member
- At least two of the referees must currently work in the field
- Ideally, the reference will be familiar with the Canadian Standards and Guidelines for Career Development Practitioners (for more information see www.career-dev-guidelines.org)

The following persons have agreed to act as referees for my application and have supplied the required signed & sealed letters and at least one of the refereed has completed the CDPCBO reference form.

	Name	Telephone	Email	Professional Relationship	Sealed Reference Included
1.					
2.					
3.					

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Note: Provide your 1 main reference with the **CDPCBO Reference Form** (available for download from the website). He/she is to complete the form, seal, and sign across the seal and return to you unopened, for you to include in your final application submission.

Both other reference letters must be in sealed envelopes with the referees' signatures across the seal.

Note: Ensure that your referees knows which 3 areas of specialization you are claiming so they match with your application.

SECTION 7 – STANDARDS & GUIDELINES COMPETENCIES

- Please provide evidence of competency in all of the Core Competencies and three (3) Areas of Specialization
- In both the Core Competencies and Areas of Specialization, indicate with a check (✓) how you gained each competency: through **training (T)**, **work experience (W)** or **other (O)**
- For competencies obtained through training, indicate the relevant course title and date completed and list/attach documentation in Section 7 (if not previously listed provided in previous sections).
- For competencies obtained through work experience or other, describe when/how you have demonstrated this competency through your work experience, with examples.
- You can use one statement or example to evidence more than one competency, but please repeat the same statement under each competency area. Do not assume the assessors will do this.

This chart of Competencies is taken from the Canadian Standards and Guidelines for Career Development Practitioners Snapshot document. The additional columns (T,W,O) were added for the purposes of this Section. This snapshot document provides excellent information on how to read and review the Standards and Guidelines and goes into far more depth than in the headings provided on this application form. It can be downloaded at www.career-dev-guidelines.org. The S & Gs are used to ensure that the standards are used equally across the province, across the country and across the profession. The assessors are looking for detail on how each applicant demonstrates that she/he meets, if not exceeds, these standards so ensure that you have provided enough detail, examples and content to **fully** demonstrate each competency. For more information, please see the Sample Application on the website. This sample is not at the level of detail assessors would expect as it is not a real application but it shows the bare minimum expected.

Core Competencies

Cluster	Areas	Functions	Competencies	T	W	O
Core	C1. Professional Behaviour	C1.1 Adhere to the Code of Ethics and the Ethical Decision-Making Model	C1.1.1 Follow the code of ethics and apply the ethical decision-making model	X	X	
			C1.1.2 Demonstrate professional attributes	X	X	
		C1.2 Demonstrate a Commitment to Professional Development	C1.2.1 Develop relationships with other professionals		X	
			C1.2.2 Demonstrate a commitment to lifelong learning		X	
			C1.2.3 Keep up-to-date with technology		X	
		C1.3 Use Analytical Skills	C1.3.1 Apply a solution-focused framework		X	
			C1.3.2 Collect, analyze and use information		X	

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		C1.4 Manage Work	C1.4.1 Use planning and time management skills	X	
			C1.4.2 Follow case and project management procedures	X	
			C1.4.3 Document client's interactions and progress	X	
			C1.4.4 Evaluate the service provided to clients	X	

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Evidence:

C1-Professional Behaviour

C 1.1.1-I have received formal training at George Brown College on ethical behaviour as well as training on the job concerning ethics, privacy and confidentiality according to agency policy. I highly value the trust of my employer, manager, colleagues, clients and funders. I am very careful with protecting client's file's by ensuring that all files are locked when i'm not in the office. Depite my clients signing a release at the beginning of the program authorizing me to share information with their referring counsellor, I always make sure to ask clients again as the need arises for me to contact refering counsellor.

C 1.1.2- I emphasize empathy and try to put myself in my clients situation and help them the way I would want to be helped. I am patient, understanding and compassionate when working with my clients. I have to use great listening and communication skills to ensure that there are never any misunderstanding with clients and that we are both working to achieve the same goals. If faced with clients who self-sabotage, I am able to address the issues immediately and reach a solution.

C 1.2.1-In my workplace and through my position I have developed many professional relationships for the benefit of my clients and the program in which I work. For example; Employers, Mental Health agencies, shelters, attending job fairs and building contacts with employers as well as local agencies in the GTA.

C 1.2.2- I am constantly buying books and updating my knowledge in every aspect of Job Searching, as well as attending conferences and continued professional development courses when available.

C 1.2.3- I frequently update myself with newest technology including Linked In, websites where clients interested in self employment can create and post ads as well as latest in resume builders to advice clients properly in using technology.

C 1.3.1- When working with clients with multiple barriers, often they feel defeated and without hope. I work with clients to take small steps forward instead of being stuck in the past. I help them face their fears by listening to them and asking them to evaluate the likelihood of that scenarios repeating it self. If appropriate I share how I have overcome a challenge and work to get them into a positive frame of mind. By setting small achievable goals I encourage them to recognize success and motivate them to continue moving forward with their goals.

C 1.3.2- In collecting and analyzing data about client needs, I am able to put together up to date and relevant resources to give to clients as well as keeping all workshop materials current and relevant.

C 1.4.1-1.4.3- I am a highly organized individual with outstanding time management and multi-tasking skills. I like to assign myself time limits to complete my tasks and leave extra time as often I have walk in appointments that require my time. I keep track of all my activity's daily, that is required to be reported in my stats at the end of the month. These techniques allow me to effectively manage my work and case load with ease and always be up to date.

C 1.4.4- I am a big fan of receiving feedback from both clients and manager. Clients feedback is important to me because that helps me to always ensure the program remains effective. I have created an evaluation form that provides me with all the information required for me to analyze and continue to update program based on client needs. During the workshop on a daily basis I check in with my group and ask for feedback of the module taught and its usefulness to clients as they apply its application to their job search. That allows me to clarify any questions and to receive immediate feedback on various topics. I find this technique helps me to keep the program relevant and current.

Cluster	Areas	Functions	Competencies	T	W	O
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Core (cont)	C2. Interpersonal Competence	C2.1 Respect Diversity	C2.1.1 Recognize diversity	X	X	
			C2.1.2 Respect diversity		X	
		C2.2 Communicate Effectively	C2.2.1 Work with climate and context to enhance communication		X	
			C2.2.2 Use a framework for verbal communication		X	
			C2.2.3 Use a framework for written communication		X	
			C2.2.4 Use effective listening skills		X	
			C2.2.5 Clarify and provide feedback	X	X	
		C2.3 Develop Productive Interactions with Clients	C2.2.6 Establish and maintain collaborative work relationships		X	
			C2.3.1 Foster client self-reliance and self-management		X	
			C2.3.2 Deal with reluctant clients		X	

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Evidence:

C 2.1.1- 2.1.2- While attending George Brown College I completed the course Counselling with Diverse Population. The course emphasized the importance of being open-minded, non-judgemental as each client is unique and deserves respect and assistance to ultimately reach their goals. In working with a diverse population I have learned that sometimes I must take a detour in setting action plans for clients, in order to address other challenges and or barriers first. In my current position I come across people from all age groups, backgrounds, cultures and education levels. I respect all of them equally and really focus on each individual in my attempt to assist them.

C 2.2.1-2.2.3- I have great communication skills both verbal and written when dealing with clients, colleagues and referring counsellor. I am able to effectively communicate program requirements and action plans to clients, report accurate and timely updates to referring counsellor.

C 2.2.4-2.2.5- I always listen to my clients carefully to ensure that I understand everything that they are telling me. when necessary I repeat what I have heard to get clarification and ensure a great collaborative relationship. I offer clients feedback often by conducting mock interviews and offering areas that need improvement as well as praising them for their areas of strengths by pointing out excellent answers. This help with boosting their self confidence prior to attending the interview they have scheduled.

C 2.2.6- I am a strong advocate of equality, and fairness, which allows me to quickly build great rapport with everyone. I am very genuine, authentic and have great integrity in all aspect of my life including my professional life. My ability to gain and keep the trust of others to be able to assist them has been something that I have always treasured. I am always promoting collaborative work relationship with both clients and colleagues. I believe in order to truly assist a client sometimes many people must work together in order to achieve that. Because I am driven by a client centred approach I am always developing collaboration with other professionals if it ultimately benefits the client. For example, networking with all my contacts to get job leads to refer my clients to.

C 2.3.1- I believe in teaching clients everything they need in order to become independent and self reliant. I highlight the importance of being able to know how to access information if they need to. My style of counselling and facilitation promotes self reliance, by giving clients all the tools to make sure that they can be self reliant.

C 2.3.2- Because I work with multi-barrier clients, I often deal with reluctant, pessimistic and aggressive clients. I understand that sometimes aggression is a sign that there is a larger issue under the surface. This revelation has been beneficial for me to know, so that I am able to offer my clients compassion and patience in working with them effectively. I have managed to help the most challenging and aggressive client to reach success, gained their respect and get them help for the source of their aggression. With experience I have learned to address any behaviour that is self sabotaging and by offering an open line of communication and maintaining my dedication to helping others even the most reluctant clients make positive changes and thank me for not giving up on them.

	Areas	Functions	Competencies	T	W	O
Cluster						
	C3.	C3.1	C3.1.1 Describe how human development models relate to career development		X	

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Career Development Knowledge	Possess Career Development Knowledge	C3.1.2 Describe major career development theories	X	X	
		C3.1.3 Describe how change and transition affect clients moving through the career process	X	X	
		C3.1.4 Describe how life roles and values impact career development	X		
		C3.1.5 Identify major components of the career planning process.	X	X	
		C3.1.6 Identify the major organizations resources and community-based services for career development		X	
		C3.1.7 Explain components of labour market information		X	
		C3.1.8 Keep current about the labour market		X	

Evidence:

C 3.1.3-3.1.4- In taking both Career Development Theories I & II, I am well trained in working with clients that I am trusted to work with. I apply all theories and my work experience with every client that I work with to develop accurate, realistic and proper plan of action to meet my clients unique needs.

C 3.1.3-3.1.6- In completing the course Change and Transition at George Brown College, I have an enhanced understanding of the phases of change one experiences but also the psychological impact on each individual. Some people experience minor changes while others could face significant change. Having this training has been a great tool when working with clients who are experiencing a significant change and are having a hard time accepting it. For example: I had a client who was involved in a car accident that left them with permanent injury and were unable to go back to their original job. That had a significant impact on them both emotionally and financially. In knowing the theories of change and transition I was able to slowly guide them until they reached the acceptance stage. Another example is when a client was abandoned with her two children by her husband. This was devastating because she had to change her entire life in order to accommodate this change financially. In that case I was also able to help the client and make referrals to counselling services to deal with any issues regarding mental health, as well as work with them to find suitable employment. Because I completed this course I am able to recognize these issues and immediately focus my attention to assisting the client to get through the process and ultimately end up with acceptance and accommodating their new ability and new way of doing things.

C 3.1.7-3.1.8- I keep current on Labour Market Information by listening to business news, following any government announcements pertaining to employment as well as what's happening in the real estate market.

I also keep up to date with other provinces labour market requirements so that I am able to better advice my clients if they would be interested in moving in order to have better opportunity and successful careers. I have made connections with other Employment Specialist from other provinces, which helps me in knowing the rules pertaining to certain occupations and the certification process of foreign trained professionals. I have used that information in the past to assist clients to move and become certified in their fields much faster and obtain employment as a result of their move.

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Cluster	Areas	Functions	Competencies	T	W	O
	C4. Needs Assessment and Referral	C4.1 Refer Clients to the Appropriate Sources	C4.1.1 Respond to clients' needs		X	
			C4.1.2 Develop and maintain a referral network		X	
			C4.1.3 Make appropriate referrals		X	
<p>Evidence:</p> <p>C 4.1.1-4.1.2- As per my training at GBC, I am certified in Common Assessment, ACEC, Career and Employment Information Specialist which I use in conducting assessments and determine each client needs, identify their barriers and accordingly design a plan of action that is appropriate to each individual. I am knowledgeable with resources in the community so that clients receive accurate information if required.</p> <p>C 4.1.3- Through my years of experience I have developed a network of other professionals such as: Mental Health, Government Programs such as Apprenticeship and Second Career, in addition to referrals for language, settlement and other services to meet my clients needs. I am able to assess and refer clients for ODSP and made connections with other agencies offering specialized services for clients with disability if referral is appropriate. In all my assessments I have always ensured to keep the best interest of client in mind.</p>						

Areas of Specialization

You only need to demonstrate **three (3)** areas of specialization and provide evidence to describe how you meet these 3 competencies. After the S&Gs were rolled out it became apparent that some competencies were relevant for more than one area of specialization. You will see this referred to as Shared Specialization Competencies SSC. These will be defined only once but referred to in the other specializations to which they apply. While all of the sub-competencies are important to illustrate the specialization, you may not comment on all of them but rather combine your comments where appropriate. When referring to the SSCs, make sure to refer back to where you outlined them in detail rather than necessarily completely copying them again. For more information, please see the Sample Application on the website. For more detailed information on the specialization competencies please see at www.career-dev-guidelines.org

Areas of Specialization	T	W	O
S1 Assessment <input type="checkbox"/> (i.e. guide client assessment, administer assessments to groups) Includes sub Competencies: S1.1.1 describe assessment instruments and methods S1.1.2 identify standardized career assessment instruments and informal assessment methods S1.1.3 explore appropriate instruments and procedures with clients S1.1.4 use standardized career assessment instruments S.1.1.5 review and evaluate results with clients SSC2 Group Facilitation SSC2.1 Facilitate Groups SSC2.1.1 describe the principles of group facilitation SSC2.1.2 facilitate groups	X	X	

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<p>Evidence: Level B Certified to administer and Interpret assessment tests Personality Dimension- Level I Certificate Common Assessment ACEC I have used all my training for the above mentioned assessments to conduct all intake and assessment of clients to determine their needs and develop appropriate action plans whether for Employment or other referrals as required.</p>			
<p>S2 Facilitated Individual and Group Learning <input type="checkbox"/> (i.e. possess knowledge about how to facilitate learning, facilitate groups) Includes sub Competencies: S2.1 Possess Knowledge About How to Facilitate Learning S2.1.1 describe commonly accepted principles of learning S2.1.2 define techniques commonly used to facilitate learning S2.2 Facilitate Learning S2.2.1 prepare for program delivery S2.2.2 determine client's existing competencies S2.2.3 deliver programs S2.3.5 evaluate programs SSC2 Group Facilitation SSC 2.1.1 describe the principles of group facilitation SSC 2.1.2 facilitate groups</p>	X	X	

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Evidence.

I have completed the Group Counselling Course at George Brown College and am familiar with the group Dynamics, different stages as well as different personalities within a group. I have used all my knowledge and experience to developed and deliver workshops designed for multi-barrier clients. The program is designed to specifically address their needs. As a result the workshop content and my facilitation skills has allowed me to have great success with teaching all materials to clients with various education level including (literacy issues all the way to PH. D). Since the first point of contact between myself and my clients is in the workshop I have developed effective communication skills to make sure my clients understand that I am there to help them. I highlight that there is no difference between myself and my clients and that we are equal in my point of view. This is a great tool to establish a collaborative relationship and gets clients to drop their defense walls as they begin to undetstand that I truly care about them and am not just there to “do my job”. By talking to clients rather than at them I am able to gain their full co-operation and manage the class with ease. I am flexible and can stop to answer their questions which promotes a relaxed class atmosphere.

I am very passionate about my work and view my job as a dream occupation. I am a strong advocate of the disadvantaged, and go above and beyond to level the playing field for my clients as they often feel they don't get the help they need, by using all my knowledge to teach them all they need to know to achieve their goals.

I have used all my education at George Brown College and theories learned about Employability Dimensions, Career Development and created an affective curriculum that addresses all issues relevant directly or indirectly to job searching.

I am very enthusiastic and make sure to keep my knowledge current as a facilitator so that every group consistently gets the best available information that will motivate and inspire them to succeed. I also share experiences if I think it will be helpful in encouraging clients to understand that success is possible however hopeless they perceive their current situation. I have designed unique activities and use others that I learned in school to help drive the point of the subject being taught. I am very skilled in understanding the adult learning theories as well identifying if client is a visual learner or auditory learner. My methods address all different types of learners and I have received much praise for my ability to be able to conduct great workshops where everyone feels comfortable. I always go over class norms, ensure a safe learning environment and encourage as well as emphasise the importance of being able to express one's opinion however different from the group. I also capitalize on moments that are teachable if a person makes comments that may present difficulty in the workforce in such manner that the person does not feel being singled out.

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Career Counselling

(i.e. possess knowledge in career counselling, demonstrate method of practice in interactions with clients, guide client in work search strategies, facilitate groups)

Includes sub Competencies:

S3.1 Possess Career Counselling Knowledge

S3.1.1 explain major counselling theories and models

S3.1.2 explain major career development theories and models

S3.1.3 explain major change and transition models

S3.1.4 describe barriers to career development

S3.1.5 access, critically evaluate and use career resources, labour market information and educational/training information

S3.1.6 describe types of educational/training opportunities and resources

S3.1.7 work with labour market information

S3.2 Demonstrate Method of Practice in Interaction with Clients

S3.2.1 develop a method of practice that is grounded in established or recognized ideas

S3.2.2 establish and maintain a collaborative relationship with clients

S3.2.3 explore issues

S3.2.4 develop and implement a therapeutic process for achieving clients' goals...

S3.2.5 monitor and evaluate progress

x	x		
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Evidence:

In my position as an Employment Counsellor I use various techniques learned in school to identify barriers, health concerns, goals, educational needs, as well as criminal record to assist me in offering appropriate solutions for that individual. The diverse group that I work with includes; clients with criminal records, self-esteem issues, newcomers, youth, clients with literacy issues, victims of domestic violence, single mom's/dad's, people with disability as well as Canadian citizens. I use all my knowledge and training that I received at George Brown College in addition to my experience to assist clients with various needs. Some examples include: coaching for interview, career exploration, researching best schools in specific fields, Government programs they may qualify for, problem solving by assisting with such things as daycare, etc. Due to this diversity I have to ensure that I am up to date with all the employment related information as well as all resources available in the community to be an effective Employment Counsellor. My case load includes 50+ clients which I ensure to be in contact with weekly to get an update on their progress. I also offer continued support to all clients that are working, which may require further assistance. I continue with the counselling process if client chooses to pursue school to ensure they achieve all their goals. I take detailed case notes and update clients referring counsellor on a regular basis to ensure we are all on the same page with clients action plan. My style of counselling is the Holistic approach, and I believe in the client being an expert on themselves. Based on that belief I emphasize the importance of clients learning how to effectively job search, find more fulfilling careers to pursue, and know all topics taught to ensure that clients become self-reliant. I motivate, encourage and believe in my clients, as a result they begin to make positive changes and in some cases drastically change their lives for the better.

I encourage a collaborative relationship between myself and clients and that helps with the counselling process as they begin trusting me as we work together to achieve all items on their action plan. Often times I have clients share the fact that they have hidden important information from me at the beginning, because they are not sure if I can assist. By building a great trust level, I am often clued in to important information which allows me to better help clients.

For example on one occasion I had a client disclose after their assessment that the reason why they have lost so many jobs is because they have Bipolar and feel no one can help them. In that situation I explained to the client all resources available and normalized the condition as they felt that they were all alone. I referred client to ODSP and gave them resources in the community that offer help and support to people diagnosed with Bipolar.

Another example during a session client told me that they can't read and write and that's why they have not been able to complete school to get a great job. I was able to have them referred for literacy program for adults and support them on an ongoing basis by finding them work that they felt comfortable with as they pursued their goals. Just last year I had a young client who told me in a counselling session that despite having a University degree, after finishing the workshop, they had realized that the source of their depression was the fact that they were dissatisfied with their career choice as their parents had forced them into Accounting. I was able to find them a job in the meantime and we began working on career exploration. After a few sessions and the use of a couple of assessment tests, client was able to narrow down their field of interest which helped tremendously, in eliminating the feeling of depression and hopelessness as they now had a goal to go back to school, to pursue their true passion instead of being forced to do just a job that they hated. I often have clients

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who do qualify for Second Career and am able to take the time to assist them with career exploration to help them uncover their true passion as a career option.

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Areas of Specialization	T	W	O
<p>Information and Resource Management <input type="checkbox"/></p> <p>(i.e. develop and maintain an information and resource base, provide clients with access to information, guide clients in work search strategies)</p> <p>Includes sub Competencies:</p> <p>S4.1 Information and Resource Management</p> <p>S4.1.1 describe the role of information and resource management in career development</p> <p>S4.1.2 describe classification systems</p> <p>S4.1.3 determine the information needs of clients and the community</p> <p>S4.1.4 establish and maintain an information and resource base</p> <p>S4.2 Provide Clients with Access to Information</p> <p>S4.2.1 provide clients with access to information</p> <p>SSC1 Work Search Strategies</p> <p>SSC1.1 Guide Client in Work Search Strategies</p> <p>SSC1.1.1 guide clients to identify own skills, strengths, personal characteristics, values and interests</p> <p>SSC1.1.2 guide clients to complete application forms</p> <p>SSC1.1.3 guide clients in writing cover letters</p> <p>SSC1.1.4 guide clients in preparing resumes</p> <p>SSC1.1.5 guide clients in using portfolios</p> <p>SSC1.1.6 guide clients to develop self-marketing plans</p> <p>SSC1.1.7 guide clients in conducting cold calls</p> <p>SSC1.1.8 guide clients with their personal presentations</p> <p>SSC1.1.9 guide clients in networking</p> <p>SSC1.1.10 guide clients in using references</p> <p>SSC1.1.11 guide clients in effective interview skills</p>	X	X	
<p>Evidence:</p> <p>By having the Information and Resource Specialist training and Certificate, I am able to use my knowledge to create and update information and resources that are available in the GTA that may be useful to clients. Some examples of resources I have put in a binder for clients use includes; Resume writing/Sample Resume, Apprenticeship information for red seal occupation, numbers for assistance in protecting their employment rights, educational institutions, literacy programs, mental health providers, family doctors taking new patients, as well as employers hiring, and shelters in case of an emergency are just a few examples.</p>			

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<p>Work Development <input type="checkbox"/></p> <p>(i.e. develop work opportunities for clients, guide clients in work search strategies)</p> <p>Includes sub Competencies:</p> <p>S5.1 Develop Work Opportunities for Clients</p> <p>S5.1.1 liaise with clients, employers and professionals</p> <p>S5.1.2 facilitate work and work-related opportunities</p> <p>S5.1.3 prepare clients to respond to the labour market</p> <p>S5.1.4 support clients with work maintenance</p> <p>SSC1 Work Search Strategies</p> <p>See sub-competencies SSC1.1.1 to SSC1.1.11 above</p>	x		
<p>Evidence:</p> <p>While I had no formal training in school for Job Development, I have through work experience developed targeted Job Development for my clients. I find the group that I work with have unique needs that have to be taken into consideration while looking to have them find and keep a job successfully. By targeting companies of their choice and positions of interest based on their skills, I am able to focus on matching clients personality and ability with employers that are hiring in the community. Once the client begins working I follow up with both clients and employers monthly to make sure that both client and employer are happy. By targeting and matching the right client with the right employer, the rates of success is over 90%. The retention rate is equally high. This has helped me in building a good relationship with employers, which is great as employers continue to come back and request more clients.</p>			

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<p>Community Capacity Building <input type="checkbox"/></p> <p>(i.e. promote community partnership and participation to increase self-sufficiency and enhance productivity, facilitate groups)</p> <p>Includes sub Competencies:</p> <p>S6.1 Promote Community Partnership and Participation to Increase Self-sufficiency and Enhance Productivity</p> <p>S6.1.1 initiate and maintain effective relationships with key community partners</p> <p>S6.1.2 work with the community to develop a community vision</p> <p>S6.1.3 work with the community to assess current community capacity</p> <p>S6.1.4 conduct an analysis of sectors based on human resources</p> <p>S6.1.5 conduct an analysis of sectors based on physical resources</p> <p>S6.1.6 work with the community to determine the gaps between visions, goals and capacity</p> <p>S6.1.7 work with the community to develop action plans to address economic, social, educational and employment goals</p> <p>S6.1.8 help the community and individuals to develop employment and lifestyle alternatives</p> <p>S6.1.9 work with the community to implement action plans</p> <p>S6.1.10 work with the community to evaluate action plans</p> <p>SSC2 Group Facilitation</p> <p>SSC 2.1.1 describe the principles of group facilitation</p> <p>SSC 2.1.2 facilitate groups</p>				
<p>Evidence:</p>				

Note: For competencies obtained through training, indicate the relevant course title and date completed and list/attach documentation in Section 8 (if not previously listed in earlier sections)

SECTION 8 - OTHER RELATED TRAINING

This section is required ONLY IF you choose to check ‘training’ to support a competency in Section 7, or you have claimed additional training and professional development in addition to your main education in order to meet the Certification Categories. Please list and provide copies of relevant documents below.

Note: Documents do not need to be sealed originals, copies will suffice.

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Description	Hours	Training Agency or Organization	Date Completed	Document Attached
Life Skills Coach-I	35	YWCA	2005	Yes

STATEMENT OF UNDERSTANDING

(Please read the statements below and sign if you are in agreement. Required for certification)

I certify that all information provided in this application is accurate and complete to the best of my knowledge. I understand that providing false information will result in immediate withdrawal of my credential, if awarded. I understand that the Career Development Practitioners' Certification Board of Ontario (CDPCBO) has the right to confirm or validate any information submitted as part of the application.

I understand my credential may be revoked if I:

- am proven to have breached the Code of Ethics of my professional association and those of the CDPCBO
- fail to maintain an up-to-date individual membership in the CDPCBO.
- fail to maintain active status as a CCDP through recertification at the required time
- am convicted of a criminal offence
- am proven to have performed actions or in-actions that cause or can be seen to cause harm to the profession
- provide false or misleading information

I have read the Canadian Standards and Guidelines Code of Ethics and agree to abide by these standards while providing career development services.

If I am granted this credential by the Career Development Practitioners' Certification Board of Ontario (CDPCBO), I may advertise said credential (CCDP) to promote my work, but this by no means holds the

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CDPCBO liable for my work. I hereby release the CDPCBO from any and all liability and/or claim that may arise from my work. I also understand that claiming or promoting that I have this credential depends upon my further fulfilment of the required criteria for re-certification and maintaining an ongoing individual membership in my association, the CDPCBO.

I understand that all material submitted with my application becomes the property of the Career Development Practitioners' Certification Board of Ontario upon receipt and that neither originals nor photocopies will be returned to me. I understand that all material submitted in this application and any discussions related to this application are governed by the Career Development Practitioners' Certification Board of Ontario's Privacy Policy.

I agree to have my name listed under the general registry of all certified career development practitioners in Ontario.

I agree to receive newsletters, emails and other information from CDPCBO as part of my membership.

Jane Doe

Print Name

May 31, 2015

Date

Signature