



# CDPCBO Certification Policies & Guidelines

## **Policy 1: Verification of Application Information**

The Certification Review Team will randomly select CDDP and Recertification applications, or where there is suspicious or conflicting information in an application, to verify information submitted as part of the application.

## **Policy 2: Limit Correspondence**

The Registrar's Office reserves the right to limit certification questions to five (5) phone calls and/or e-mails from one person as sufficient information exists on the website, clearly outlining required criteria, the application process and frequently asked questions. Certification information and application sessions are offered regularly by CDPCBO and other parties.

## **Policy 3: Pauses/Hold Periods**

Reviewers may pause an application for 30, 60 or 90 days depending on which required condition or information is incomplete. Pauses may be extended in special circumstances. Applications can remain in a paused state for up to 9 months, at which point they will be declined. Once declined, the applicant may choose to re-apply and submit a new application, including a new application fee.

## **Policy 4: Declines and Parameters for Re-Applying**

### **Ethical Breach (no obvious intent)**

When the applicant includes any information that can potentially identify a client (including but not limited to, first and/or last name, initials, handwriting, place of residence, place of employment) and when no clear client consent form is present, the Certification Review Team has the discretion to decline/not decline the applicant based on the seriousness of the breach. If declined, the applicant can choose to submit an addendum which addresses the breach and proper ethical practice relating to the breach along with a new reference or they can choose to submit a new application, including a new application fee.

### **False or Misleading Information (obvious intent)**

When false or misleading information has been included in the application, the applicant is declined and a minimum two year exclusion period from reapplying comes into being. Should a new application be submitted after the two year waiting period, then it must be accompanied by an honest accounting of the breach and what the applicant has done to improve his/her ethical standards. The Certification Review Team also reserves the right to request that one of the three required references address the previous breach in ethics.

### **Insufficient Experience and/or Education**

When an applicant submits an application with significant information (experience and/or education) missing, and that information will not be able to be attained within 9 months, the applicant is denied. When the insufficient or missing information is obtained, the applicant may choose to re-apply and submit a new application, including a new application fee.

### **Pauses Requiring More Than 9 Months**

When a pause exceeds the maximum 9 months allowed, the applicant is declined and may choose to re-apply and submit a new application, including a new application fee.

### **Policy 5: Educational Relevancy/Equivalency**

It is the responsibility of the applicant to clearly demonstrate relevancy or equivalency of education. Those with unrelated degrees/education must include course descriptions or written statements demonstrating that the required number of courses are relevant to career development. Those with degrees/education from other countries must provide an equivalency document from an accepted/approved ICES or PLAR service.

### **Policy 6: Qualifying Work Experience**

It is the responsibility of the applicant to clearly demonstrate that the required hours of work experience (depending on the application category) fall within the accepted qualifying areas of work, which include the following as fully outlined in the Canadian National Standards and Guidelines for Career Development Practitioners:

#### **Career Assessment:**

Individuals working in this area use formal and informal career assessment instruments, tests and tools to assist clients in developing awareness of themselves and their career options.

#### **Career Counselling or Coaching:**

Individuals working in this area have knowledge of and use commonly accepted counselling/coaching theories, models and skills to counsel or coach clients in career planning and work search strategies.

#### **Facilitated Learning:**

Individuals working in this area use commonly accepted principles of learning and group facilitation to teach or facilitate individuals and groups in theory based career development practices and work search strategies.

#### **Information and Resource Management:**

Individuals working in this area determine the information needs of clients. They have knowledge of and use career, labour market and community resources to assist clients with their information needs.

## **Work Development**

Individuals working in this area liaise with clients, employers and professionals to facilitate work related opportunities. They guide clients in completing application forms, preparing resumes, cover letters and portfolios and support clients in securing and maintaining employment.

## **Indirect Services and Community Capacity Development:**

Individuals working in this area perform one or more of the following functions:

- Develop, market, co-ordinate or manage career development programs, projects or services
- Develop or implement strategies that connect career development and community economic development
- Research, write or educate in the field of career development
- Develop career development theories, models or practices

## **Policy 7: Fees**

Application fees are non-refundable. As outlined in policy 3, if an application is paused and restarted within the allowable period, the applicant is not required to pay the application fee again. Applications that do not include the appropriate application fee will be considered incomplete and will not be processed until such time as the fee is paid. The application review process will start once the fee payment has been verified.

## **Policy 8: Appeals**

Applicants dissatisfied with a decision of the Certification Review Team may appeal that decision to the Appeals Committee in writing to the Registrar within 60 days of issuance of the Certification Review Team's decision. Appellants are required to pay a non-refundable fee of \$50 plus HST to cover the administrative costs of their appeal. Applicants wishing to launch an appeal should contact the Registrar for more information about the appeal process.

The Appeals Committee may consider new evidence not considered by the Certification Review Team and may uphold or overturn any decision of the Certification Review Team. Decisions of the Appeals Committee are final and may not be appealed further.

The Appeals Committee is comprised of a member of the CDPCBO Advisory Committee and a member from the Certification Review Team, neither or whom will have reviewed the original application. The Chair of the CDPCBO will act as a tie break vote if required.

## **Policy 9: Revocation of CDPCBO Certification**

The Certification Review Team has the right to revoke an applicant's CDPCBO certification if the applicant:

- Is proven to have breached the Code of Ethics of the Canadian National Standards and Guidelines or other professional associations to which the applicant belongs
- Is convicted of a criminal offence
- Fails to maintain active membership in CDPCBO
- Is proven to have performed actions, or by inaction, cause or can be seen to cause harm to the profession
- Provides false or misleading information
- Fails to maintain active status as a CCDP through recertification

## **Policy 10: Reinstatement of Certification**

A suspended or former CDPCBO applicant may request in writing for reinstatement or readmission. The request must attest that conduct since revocation has not been in violation of the Code of Ethics, Bylaws or policies of CDPCBO. Upon receipt of the formal request, the applicant will receive in writing the requirements to be fulfilled to apply for reinstatement or readmission.

A full application fee shall be paid and submitted by the applicant along with required documentation. The Certification Review Team or its designate shall deliver written notice of their decision.

Appeal of the final decision may be made to the Appeals Committee. Decisions of the Appeals Committee are final and may not be appealed further.

## **Policy 11: Changes to the Model Process**

- Any changes proposed would be reviewed by the sub-committee on processes to assess the rationale for changes and the repercussions of changes to our models, vision, mission and mandate and recommendations brought to the full advisory committee.
- Any change or changes proposed in Ontario will be reviewed with the CCCD sub-committee on certification and harmonization to assess any impact on National reciprocity before being accepted and implemented in Ontario.
- Any substantive changes to CDPCBO models, policies or processes would have to receive two thirds votes at an AGM.

## **Policies for Recertification**

Refer to the Recertification Guide on the CDPCBO website