
WHY MAINTAIN YOUR CCDP CERTIFICATION?

The CCDP designation is a mark of professional excellence. It symbolizes the practitioner's commitment to ongoing professional development and the continuous advancement of the career development field. It demonstrates your currency in the field and your commitment to maintaining high standards of service to your employer, your clients and the profession.

Engaging in on-going professional development equips you with knowledge and skills to use in the ever changing field of career development, to develop your own career plans and path, and be of even greater benefit to your clients. You can also become a leader in your field by sharing your knowledge and skills with colleagues and community partners.

RE-CERTIFICATION APPLICATION PROCESS

To maintain certified status, CCDPs must maintain active membership in the CDPCBO for the certification period and re-apply for certification every three (3) years through reporting of a minimum of 60 Continuing Education Units (CEUs). Applications for re-certification are due on or before the CCDP's anniversary date. A CCDP may submit an application for re-certification by no later than 30 days after the CCDP certification expiry date. A CCDP who does not submit the CCDP re-certification application will be removed from the CCDP register and will no longer be considered a CCDP.

(See Schedule of Fees for reinstatement fee)

Applicants who knowingly do not meet the criteria for re-certification should contact the CDPCBO at info@cdpcbo.org regarding their options.

It is the applicant's responsibility to submit a COMPLETE re-certification application. If your current name is different from that shown on your CCDP certificate, please provide a copy of your official document to verify change of name.

Re-certification application must include the following:

- CCDP expiry date
- Confirmation of Continuing Education Units (CEUs)
- CCDP re-certification Reflection Exercise
- Application Fee – The non-refundable re-certification application fee (plus HST) must be submitted with the application or the application will not be reviewed by the CDPCBO Re-certification Committee.

Following re-certification application review, the CDPCBO Re-certification Committee will issue a written notice of the decision to each applicant. The Committee may decide to:

1. unconditionally grant the CCDP designation; or
2. conditionally grant the CCDP designation; or
3. defer granting the CCDP designation based on the applicant fulfilling stipulated requirements within a specified time period; or
4. deny granting the CCDP designation.

Once the application for recertification has been received by the Re-certification Committee it will be reviewed within two weeks.

Approval, deferral, or denial of an application will be communicated, via email, to the member and the new Certificate, if awarded, will be sent by post.

APPEAL

If the CDPCBO re-certification Committee deems that a re-certification application lacks information, documentation, clarity, or coherence the applicant MAY be given the opportunity to remediate deficiencies within a reasonable time period specified by the Committee. If there are too many deficiencies OR if the deficiencies remain unresolved after the specified time period the application will become invalid and the application fee will be forfeited.

Applicants dissatisfied with a decision of the CDPCBO Re-certification Committee may appeal the decision by submitting an appeal, in writing, to the CDPCBO Board of Directors within sixty (60) days of issuance of the Committee decision. Note that appellants are required to pay a non-refundable fee plus HST to cover the administrative costs of their appeal. (See Schedule of Fees below) Applicants wishing to launch an appeal should contact the CDPCBO at info@cdpcbo.org for more information about the appeal process.

The CDPCBO Board of Directors may consider new evidence not considered by the CDPCBO Re-certification Committee and may uphold or overturn any decision of the Committee. Decisions of the Board are final and may not be appealed further.

RE-CERTIFICATION APPLICATION CRITERIA

CCDPs claim Continuing Education Units (CEUs) on the honour system. The CDPCBO Registration / Standards and Certification Committee does not require the CCDP to include substantiating documentation with his/her application for re-certification; however, the Committee is required to periodically and randomly audit re-certification applications. The Committee reserves the right to request documentation to substantiate Continuing Education Units (CEUs) claimed as part of the audit process. Examples of documentation include: receipts, certificates of attendance, conference booklets, course outlines, statement of grades, notes taken at conferences / workshops, summary or notes written by the CCDP about books / articles read, clippings of CCDP published articles, etc. Please keep your substantiating documentation in the event you are selected for an audit.

Continuing Education Units (CEUs)

- One (1) CEU is equivalent to one (1) hour.
- CEUs will be awarded only for activities completed within the three (3) year period commencing on the date certification (or re-certification) was issued and ending on the date of application for re-certification.
- To be eligible for CEUs the activity must address **two (2) or more of the COMPETENCY areas as defined in the [Canadian Standards and Guidelines for Career Development Practitioners](#)**.
- A maximum number of CEUs are allowable per CATEGORY over the three-year period.
- Re-certification requires the CCDP to obtain a **minimum of 60 CEUs distributed over a minimum of three (3) categories**. Obtaining 20 or more CEUs per year is recommended.

Continuing Education Unit (CEU) Categories

Category 1 (maximum 40 CEUs)

Career Development Conference or Related Conference Attendance

May include regional, provincial, national, or international career development or related conferences

Category 2 (maximum 40 CEUs)

Career Development or Related Professional Development May include regional, provincial, national, or international career development or related workshops, seminars, or webinars

Category 3 (maximum 40 CEUs)

Career Development Research and Development

May include career development research; career development program / course / workshop / seminar / webinar design and development; career development presentation; career development writing (articles, blogs, etc.)

Category 4 (maximum 40 CEUs)

Formal Education in Career Development

May include formal career development education / training programs / courses

Category 5 (maximum 20 CEUs)

Career Development Association or other Volunteer Involvement

May include board, committee, or event volunteer involvement; Annual General Meeting attendance; career development survey response; networking

Category 6 (maximum 20 CEUs)

Informal Learning

May include reading career development books / publications; engaging in a mentor / mentee relationship; engaging in career development discussions via social media; conducting information interviews; networking

CCDP RE-CERTIFICATION REFLECTION EXERCISE

The CCDP Re-certification Reflection Exercise is about your professional and personal development as a Certified Career Development Professional. This Reflection Exercise is an important activity designed to support you in making connections between your professional development experiences, your work experiences, and career development theory. It is a guided way for you to think about your choices, your learnings, your actions, your successes, and your challenges. Reflection not only makes experiences more meaningful and tangible, but it also helps develop future professional development goals.

The intent of this reflection exercise is to demonstrate not only what you have learned in the past three years, but also to demonstrate your understanding of the quality of your work. It is a tool for you to capture your experiences throughout the past three years and to summarize your most significant learnings.

In 2-3 paragraphs (maximum 500 words), please provide a written reflection of your professional development experiences and your work experiences using the following question(s) to guide and inspire you.

Considering your professional development experiences and/or work experience throughout the past three years:

- What have you learned from your professional development/work experience about yourself, the field, trends, etc.?
- How has your learning evolved or impacted your practice?
- What do you want to learn or what do you want to develop over the next three years?

Please include specific examples of your development experiences to support your answers.

CCDP RE-CERTIFICATION APPLICATION

After thoroughly reviewing the CCDP Re-certification Application Guide and before completing your CCDP Re-certification Application please ensure you have gathered the required information and documentation to prepare your application. Applications will only be accepted via the online Re-certification Application. Paper copies will not be accepted.

SCHEDULE OF FEES

Please refer to the CDPCBO [website](#) for the most current fee schedule. The fee schedule will be reviewed periodically and is subject to change. All fees are subject to 13% HST. Payment may be made by cheque (payable to CDPCBO) or e-transfer. We do not accept credit cards.

CDPCBO Association Membership Fee – \$45 (\$15 per year, paid once every three years)

CCDP Recertification Fee – \$50 (filed once every three years)

CCDP Recertification Application Fee	\$ 50.00
CDPCBO Association Membership Fee (\$15 per year x 3 years)	\$ 45.00
HST	<u>\$ 12.35</u>
TOTAL PAYMENT DUE	\$107.35

CCDP Reinstatement Fee – \$100 due at time of reinstatement

CCDP Appeal Fee – \$25 due at time of appeal

Sending Application Fee by E-Transfer

1. Sign in to your online banking account.
2. Click link for transfers or interact e-transfers (this will vary depending on your banking institution).
3. Add a recipient
Name – cdpcbo
Email address – registration@cdpcbo.org
4. Amount (recertification application fee + association membership + HST) = **\$107.35**
5. You will be asked to create a security question and response.
Security Question – What is our organization’s acronym?
Security Answer – cdpcbo (please type exactly as shown here – lower case)
6. Click Send Money.

If you have any questions or require clarification, please contact the CDPCBO Registrar at info@cdpcbo.org

Thank you for your ongoing commitment to your profession.