

**CONTINUING EDUCATION UNITS (CEUs)**

PLEASE REFER TO THE CCDPCBO RE-CERTIFICATION APPLICATION GUIDE FOR INFORMATION ABOUT APPLICATION PROCESS

**CEUs must be in at least two (2) different categories but are not required in to be in all 6 categories.**  
 For details of what each category covers please refer to the Re-certification guide (link?)

Total continuing education units (CEUs) claiming? (minimum 60) 76

**CATEGORY ONE - Career Development Conference or Related Conference Attendance**

Are you claiming any CEUs in **Category One**?

Yes X No \_\_\_\_\_

If yes, how many CEUs? (maximum 40) 14

Please list and describe the activities you are claiming CEUs for in category one?

Activity	Date	Brief Description	No. of CEUs
Global Leadership Summit <i>(International Summit)</i>	Aug. 10-11, 2017	Developing a sense of significance & satisfaction in professional and personal life. Learn and gather strategies for leadership and team development. Focus topics; career development, team development, performance reviews, strengths in leadership, team building and 'GRIT'.  Speakers included; Marcus Buckingham- "Discover your Strengths", Sheryl Sandberg – FB, Laszlo Bock – Google, Juliet Funt - author "Whitespace @ work", Angela Duckworth- Professor/author "Grit" (scale)	14

Please identify one or more areas of **competency** developed by participating in the activities in category one.

Professional Behaviour	Interpersonal Competence	Career Development Knowledge
Needs Assessment and Referral <input type="checkbox"/>	Assessment <input type="checkbox"/>	Facilitated and Individual Group Learning <input type="checkbox"/>
Career Counselling <input type="checkbox"/>	Information and Resource Management <input type="checkbox"/>	Work Development <input type="checkbox"/>
Community Capacity Building <input type="checkbox"/>		

**CATEGORY TWO - Career Development or Related Professional Development**

Are you claiming any CEUs in **Category Two**?

Yes  X  No \_\_\_\_\_

If yes, how many CEUs? (maximum 40)  15

Please list and describe the activities you are claiming CEUs for in category two?

Activity	Date	Brief Description	No. of CEUs
Personality Dimensions Workshop- <i>Career Coach (K.Sutherland &amp; K. Dawson)</i>	Dec 6, 2017	Understanding personalities in yourself and others which helps better understand work ethics, practises and values (of self and others) to obtain cohesive work environments.	6
Crisis Intervention Workshop- <i>Canadian Training Institute</i>	Jan. 12, 2018	Develop assessment, coaching and communication styles in Crisis situations and best practises. Learning to define barriers to assistance and barriers to employment.	6
Webinar “Decoding the GEN Z Factor”- <i>TalentEgg; Mary Barroll</i>	Jan 25, 2018	Understanding the new generation (after Millennials), how they value work and career. What motivates Gen Z and what they look for in making a career not just a job.	1
Webinar “Listening Skills”- <i>Big Cheese Coaching; Eileen Chadnick-PCC, ACPC, ABC</i>	March 22, 2018	Ways & Whys of Listening – Respect, Understanding, Trust, Performance & Barriers. Develop strategies for better listening. Transactional, Positional, Transformational	1
Webinar “Four Confidence Boosters to Reach Your Full Potential”- <i>Silver River Coaching; (Kathy Archer)</i>	Apr. 20, 2018	Discover ways to activate your confidence to motivate and advance your career. Learn how stepping out of one’s comfort zone builds confidence and can positively impact those around you and help you enjoy your job.	1

Please identify one or more areas of **competency** developed by participating in the activities in category two.

<b>Professional Behaviour</b> <input checked="" type="checkbox"/>	<b>Interpersonal Competence</b> <input checked="" type="checkbox"/>	<b>Career Development Knowledge</b> <input checked="" type="checkbox"/>
Needs Assessment and Referral <input type="checkbox"/>	<b>Assessment</b> <input checked="" type="checkbox"/>	Facilitated and Individual Group Learning <input type="checkbox"/>
<b>Career Counselling</b> <input checked="" type="checkbox"/>	Information and Resource Management <input type="checkbox"/>	Work Development <input type="checkbox"/>
Community Capacity Building <input type="checkbox"/>		

**CATEGORY THREE - Career Development Research and Development**

Are you claiming any CEUs in **Category Three**?

Yes   X              No \_\_\_\_\_

If yes, how many CEUs? (maximum 40)   10  

Please list and describe the activities you are claiming CEUs for in category three?

Activity	Date	Brief Description	No. of CEUs
PROCOM Workshop	Dec 4, 2015	Workshop on recruiting practises and the importance of targeted resumes and formatting. Tips and techniques presented and ATS (automated tracking systems) reviewed.	2
“Rent your Job or Own your Career” Workshop– Jody Urquhart	Dec 5, 2017	Discovering ways to motivate people (clients) from where they are at. Specific topics covered; Survival Mode Expectations and Difficulties Importance of Laughter	2
Apprenticeship Forum – Region of Peel	April 6, 2017	Showcase and present career development options through the skilled trades & Apprenticeship	3
Murali Murthy (Speaker)	April 20, 2017	Workshop covering the importance of and keys to networking, personal branding for Job Search, social media, tools and strategies for branding and networking as professionals and job seekers	2
STRENGTHSFINDER Assessment Tool (Online Assessment)	June 6, 2018	An Assessment Tool (chief designer-Donald O. Clifton) to assist individuals in learning their main (top 5+) strengths in regards to their career profile.	1

Please identify one or more areas of **competency** developed by participating in the activities in category three.

<b>Professional Behaviour</b> <input checked="" type="checkbox"/>	<b>Interpersonal Competence</b> <input checked="" type="checkbox"/>	<b>Career Development Knowledge</b> <input checked="" type="checkbox"/>
Needs Assessment and Referral <input type="checkbox"/>	<b>Assessment</b> <input checked="" type="checkbox"/>	Facilitated and Individual Group Learning <input type="checkbox"/>
<b>Career Counselling</b> <input checked="" type="checkbox"/>	Information and Resource Management <input type="checkbox"/>	<b>Work Development</b> <input checked="" type="checkbox"/>
Community Capacity Building <input type="checkbox"/>		

**CATEGORY FOUR - Formal Education in Career Development**

Are you claiming any CEUs in **Category Four**?

Yes  X  No \_\_\_\_\_

If yes, how many CEUs? (maximum 40)  12

Please list and describe the activities you are claiming CEUs for in category four.

Activity	Date	Brief Description	No. of CEUs
WAL- Workplace Language Assessment	August 14, 2015	Pre-assessment tool to help ESL clients demonstrate writing, reading, listening and speaking skills. Helps to determine potential barriers and provides a general language range based on Canadian Language Benchmarks. Includes option for client to complete Essential Skills for workplace.	6
Supervisory Training (Toronto Hostels Training Centre-Nancy Mayer M.S.W., R.S.W.)	April 9, 2018	Develop skills and understanding of position as Team Lead and/or Supervisor. Included theory of supervision, skills for supervision, communication guidelines and strategies for handling difficult conversations and struggles in transitioning situations.	6

Please identify one or more areas of **competency** developed by participating in the activities category four.

Professional Behaviour	<input checked="" type="checkbox"/>	Interpersonal Competence	<input checked="" type="checkbox"/>	Career Development Knowledge	<input checked="" type="checkbox"/>
Needs Assessment and Referral	<input checked="" type="checkbox"/>	Assessment	<input checked="" type="checkbox"/>	Facilitated and Individual Group Learning	<input type="checkbox"/>
Career Counselling	<input checked="" type="checkbox"/>	Information and Resource Management	<input type="checkbox"/>	Work Development	<input type="checkbox"/>
Community Capacity Building	<input type="checkbox"/>				

**CATEGORY FIVE - Career Development Association or Other Volunteer Involvement**

Are you claiming any CEUs in **Category Five**?

Yes   X              No \_\_\_\_\_

If yes, how many CEUs? (maximum 20)   5  

Please list and describe the activities you are claiming CEUs for in category five.

Activity	Date	Brief Description	No. of CEUs
HAPPEN	Nov 17, 2015	Networking Event – Recruiters Panel-shared tips for effective Job Search, need for social media presence, targeted resume strategies and networking keys	2
MESN –Networking Professionals Mississauga Employment Services Network	Jan 23, 2018	Discussed best practises and program dynamics among network professionals for Employment programs and services	3

Please identify one or more areas of **competency** developed by participating in the activities in category five.

Professional Behaviour	Interpersonal Competence	Career Development Knowledge
Needs Assessment and Referral <input type="checkbox"/>	Assessment <input type="checkbox"/>	Facilitated and Individual Group Learning <input type="checkbox"/>
Career Counselling <input type="checkbox"/>	Information and Resource Management <input checked="" type="checkbox"/>	Work Development <input type="checkbox"/>
Community Capacity Building <input type="checkbox"/>		

**CATEGORY SIX - Informal Learning**

Are you claiming any CEUs in **Category Six**?

Yes   X        No \_\_\_\_\_

If yes, how many CEUs? (maximum 20)   20  

Please list and describe the activities you are claiming CEUs for in category six?

Activity	Date	Brief Description	No. of CEUs
“No Canadian Experience, Eh?” <i>Daisy Wright (author)</i>	November 2015	Strategies for Newcomers- Adapting to Canada and Canadian LM, Job Search, Interviews, branding, networking, career assessment, self-employment and stress management.	6
Mentor/Mentee	Sept-Apr 2017-2018	Mentored and coached college practicum students and new staff on career services, initial assessment, referrals, facilitation and coaching tips. [over the course of 28 wks] <i>(Students are now hired in career services)</i>	10
Mentor/Mentee	May 18-19, 2017 May 3-4, 2018	Coached First Nations leaders on Facilitating group workshops (i.e. Communication, delivery and time management)	8
Mentee/Mentor	Feb 2016- Dec 2017	Mentored (unofficial) by Coordinator as Team Lead. Learned best practices and role of Coordinator. Learned strategies and dynamics of leading team, handling difficult situations, documentation and reviews. <i>(Enabled me to move to Coordinator role)</i>	10
“Now, Discover your Strengths” – <i>Marcus Buckingham (author)</i>	May 2018	Identifying and assessing strengths, how to incorporate and build on strengths and skills in developing one’s career. Tools for strength based leadership and team coaching techniques and strategies to help others discover their strengths.	12

Please identify one or more areas of **competency** developed by participating in the activities in category six.

Professional Behaviour	<input checked="" type="checkbox"/>	Interpersonal Competence	<input checked="" type="checkbox"/>	Career Development Knowledge	<input checked="" type="checkbox"/>
Needs Assessment and Referral	<input checked="" type="checkbox"/>	Assessment	<input checked="" type="checkbox"/>	Facilitated and Individual Group Learning	<input checked="" type="checkbox"/>
Career Counselling	<input type="checkbox"/>	Information and Resource Management	<input type="checkbox"/>	Work Development	<input type="checkbox"/>
Community Capacity Building	<input type="checkbox"/>				

## **REFLECTION EXERCISE**

- 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.**

Through my professional development and work experience I have gained insights on team management and crisis intervention and have been able to implement proper communication skills and techniques to navigate varying situations. Through research/study I have effectively identified my top 5 skills which enhance Coaching, Client Services, Management and Team Building. I have increased my knowledge in skill assessment and employment related issues. Learning how to better identify my strengths has helped in conducting Performance Appraisals and has enhanced my management of the team and team environment. Being privileged to work alongside other career professionals I network and learn from them as well. I have met up with several former clients who drop by years later to share their career story and express gratitude for my part in their journey. Three years ago, a client came to me as a newcomer, she struggled to find a suitable career to match her goal/skills. Recently we met again, she said she always remembered my words of encouragement including “Don’t settle for just a job...strive for your career”. Another client met with me (2yrs after assistance), later in her career life (Super’s ‘life-span life-space’ approach) and stated “why not find a job that I like that doesn’t feel like work”, ending with... “I have taken a huge liking to you professionally. You have helped me so much even though you probably don’t think you have”. I am so thrilled that clients take time to re-connect with me.

“Evolve and impact”, these are great descriptors to my career! In the past 3 years my career has developed and transitioned 2 times. I focused on developing and enhancing my work/career through training, learning from mentors in my field and a lot of hard honest work as a Career Specialist (CS). In Feb 2016, I was selected to become Team Lead / CS. As Team Lead, I lead and mentored the team, shared best practises, provided coaching and handled multiple tasks of Employment Service coordination. I continued to learn from my Coordinator to strengthen my skill set and now I am the Coordinator, Employment Services (Dec 2017)! Currently I have opportunities to impact clients and my team. I incorporate learning challenges, encourage personal/career goals and CDP certification. I interview, hire and help train new staff, coach best practises, lead team meetings, network with ES professionals and mentor practicum students. Both students from this year (2017-2018) obtained employment in Career Services and I was personally thanked by the Manager for preparing them for these roles.

Over the next three years I want to continue to be a vital part of my team, to lead, mentor and come alongside them, identify coachable moments and provide encouragement. My goal is to grow and learn more about career development, trends and best practises and impact others in a positive light so they can reach their full potential. I want to be the best Coordinator I can be, to continue to learn from those above, below and beside me.