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**, 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

Education and Experience. • Education must be from a government approved or authorized institution in Canada. If out of Canada, an equivalency document through ICAS or WES must be provided.
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 6,400 hours of related experience in the past 4 years, **OR**

B. **Diploma** – related 2 year diploma (min. 400 hours of class/coursework) plus 4,800 hours of related experience in the past 3 years, **OR**

C. **Bachelor's Degree** – related 3-4 year degree plus 3,200 hours of related experience in the past 4 years, **OR**

D. **Master's Degree** – related Master's degree plus 1,600 hours of related experience in the past 2 years, **OR**

E. **Employment Pathway** –
   - Must be currently employed in the field **in Ontario**
   - 8,000 hours of related experience in the past 10 years of which 4,000 hours must be in the last 5 years.

1. **Membership.** Individual membership with the CDPCBO is included with your application. Membership must be renewed every three years to maintain your CC certification.

2. **Ethics and Theories.** Completion of the 2 mandatory courses (Ethics and Career Development Theories) within your course of study or taken separately.

3. **Areas of Specialization.** Applicants must evidence how you have demonstrated the S&G core competencies and 2 areas of specialization through experience or training.

4. **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 $45 membership fee will be refunded. * Please note upcoming membership fee change as of October 1, 2018. See Payment Section below.**

- Indicate your method of payment in Section 1 of the application form (attached)

- Full description of fees is available on the website.

Note

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

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:

- o **Section 1 - Personal Contact Information** & **CCDP Application Payment Form**.
- o **Section 2 - Professional Association** –submit professional association memberships
- o **Section 3 - Application Category & Education Evidence:** Please provide one copy of official (sealed) academic transcripts to support education requirement.
- o **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.
- o **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.
- o S**ection 6 – References:** Provide three (3) standard, signed references letters that are completed by the referee along with a CCDP Reference form completed by one referee. See Application Package Part A: Certification Criterial Document for more detail.
- o **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.
- o **Section 8 – Other Related Training:** Not required unless it supports specific competencies/specialties in Section 7 and *only if needed* as extra supporting evidence.
- o **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

360 Industrial Pkwy South, Suite 1, Aurora, ON L4G 3V7

☐ *Or* **scan and email** in one document application and all supporting documents except sealed transcripts 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 your payment (if being sent by cheque) will need to be mailed. Your application cannot be reviewed until it is complete with all original, sealed documents.

CCDP APPLICATION FORM

SECTION 1 – PERSONAL CONTACT INFORMATION & Payment Information

Last Name: _____

First Name: _____

Previous Name (if applicable): _____

Home Address: _____

City/Province: _____ Postal Code: _____

Email Address (please provide one that is least likely to change over time):

(w) _____ (h) _____

Phone: (w) _____ (h or c)_____

Notes:

1. It is your responsibility to promptly submit any changes to your contact information to the CDPCBO, including change of name, address, e-mail and phone number.

2. Your name and city/place of residence will be posted on the CDPCBO website, as long as you remain a CDPCBO member in good standing – unless you request otherwise. This will allow other members, employers, and clients to identify current CCDP holders and CDPCBO members. As a member, you are taken to have consented to publication of your name and city/place of residence, unless you request that it not occur. Under the Personal Information Protection Act, the CDPCBO will not publish any other information about members without their consent.

3. CDPCBO members must renew annually, to maintain their CCDP certification.

4. There will be another section on the website for **Find a Practitioner.** This will allow consumers to find you in your community. If you wish to be included in this registry, please complete the form under Find a Practitioner and sign the release form authorizing us to list you, your city/town, etc., your area of speciality and your email address. Only those who request to be included in this registry will be listed. All certified practitioners will be listed in the general registry.

PAYMENT:

CCDP Standard Application Fee ($225 + $29.25 HST = **$254.25**)

CDPCBO 3 YEAR Membership Fee ($45 + $5.85 HST = **$50.85**)

AS OF OCTOBER 1, 2018, APPLICANTS WILL BE REQUIRED TO PAY CDPCBO MEMBERSHIP FEE VALID FOR 3 YEARS.

Total
    ($225 + $45 = $270 + $35.10 HST = **$305.10**)

Select Method:

☐ Paid by cheque (attached) Payable to Career Development Practitioners' Certification Board of Ontario

☐ If you want to use an e-transfer please follow instructions below:

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. You will be asked to select or add a recipient. Click on add a recipient.

4. Add a recipient
   1. Name – cdpcbo
   2. Email address – registration@cdpcbo.org

5. Indicate amount (association membership + application fee + HST) = **$305.10**

6. You will be asked to create a security question and response.

   1. Security Question – What is our organization's acronym?

   2. Security Answer – cdpcbo (please type exactly as shown here – lower case)

7. Click Send Money.

SECTION 2 – PROFESSIONAL ASSOCIATION

I am an individual (voting) member in good standing with the professional associations listed below.

Professional Association	Membership #	Membership Expiry Date

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 must be from a government approved or authorized institution in Canada. If out of Canada, an equivalency document through ICAS or WES must be provided.

Education and Experience Category: √   Check one appropriate box

	Category	Institution	Year Completed	Degree & Major/Diploma/Certificate	Sealed Transcript Attached
☐	A. Certificate 1 year plus 6,400 hours				
☐	B. Diploma 2 years plus 4,800 hours				
☐	C. Degree 3-4 years plus 3,200 hours				
☐	D. Master's plus 1,600 hours				
☐	E. Employment Pathway 8,000 hours				

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

Course # if applic.	Course Title	Indicate # of Hours	Institution/Training Agency or Organization	Date Completed	Proof of Completion Attached

Career Development Theories - Evidence of Training

Course # if applic.	Course Title	Indicate # of Hours	Institution/Training Agency of Organization	Date Completed	Proof of Completion Attached

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: _____ Job Title: _____ Hours: _____

Employer: _____ Job Title: _____ Hours: _____

Employer: _____ Job Title: _____ Hours: _____

Employer: _____ Job Title: _____ Hours: _____

Employer: _____ Job Title: _____ Hours: _____

Employment History

Name of Current 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): _____

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: ___

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, along with a reference letter.
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 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.					

Note: Provide your 1 main reference with the **CDPCBO Reference Form** (available for download from the website). All 3 reference letters must be signed by the referee. You may scan and send these documents via email as an attachment in PDF format with your application.

Note: Ensure that your referees knows which 2 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 two (2) 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			
			C1.1.2 Demonstrate professional attributes			
		C1.2 Demonstrate a Commitment to Professional Development	C1.2.1 Develop relationships with other professionals			
			C1.2.2 Demonstrate a commitment to lifelong learning			
			C1.2.3 Keep up-to-date with technology			
		C1.3 Use Analytical Skills	C1.3.1 Apply a solution-focused framework			
			C1.3.2 Collect, analyze and use information			
		C1.4 Manage Work	C1.4.1 Use planning and time management skills			
			C1.4.2 Follow case and project management procedures			
			C1.4.3 Document client's interactions and progress			
			C1.4.4 Evaluate the service provided to clients			

Evidence:

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

Evidence:

Cluster	Areas	Functions	Competencies	T	W	O
	C3. **Career** **Development** **Knowledge**	C3.1 Possess Career Development Knowledge	C3.1.1 Describe how human development models relate to career development			
			C3.1.2 Describe major career development theories			
			C3.1.3 Describe how change and transition affect clients moving through the career process			
			C3.1.4 Describe how life roles and values impact career development			
			C3.1.5 Identify major components of the career planning process.			
			C3.1.6 Identify the major organizations resources and community-based services for career development			
			C3.1.7 Explain components of labour market information			
			C3.1.8 Keep current about the labour market			
			C3.1.9 Keep current about diversity issues			
			C3.1.10 Describe how diversity issues can impact career development			

Evidence:

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			
			C4.1.2 Develop and maintain a referral network			
			C4.1.3 Make appropriate referrals			

Evidence:

Areas of Specialization

You only need to demonstrate **two (2)** areas of specialization and provide evidence to describe how you meet these 2 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 ☐ (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			
Evidence:			

Areas of Specialization	T	W	O
S2 Facilitated Individual and Group Learning ☐ (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 S2.2.4 evaluate programs **SSC2 Group Facilitation** SSC 2.1.1 describe the principles of group facilitation SSC 2.1.2 facilitate groups			
Evidence:			

Areas of Specialization	T	W	O
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			
Evidence:			

Areas of Specialization	T	W	O
Information and Resource Management ☐ (i.e. develop and maintain an information and resource base, provide clients with access to information, guide clients in work search strategies) Includes sub Competencies: **S4.1 Information and Resource Management** S4.1.1 describe the role of information and resource management in career development S4.1.2 describe classification systems S4.1.3 determine the information needs of clients and the community S4.1.4 establish and maintain an information and resource base **S4.2 Provide Clients with Access to Information** S4.2.1 provide clients with access to information **SSC1 Work Search Strategies** SSC1.1 Guide Client in Work Search Strategies SSC1.1.1 guide clients to identify own skills, strengths, personal characteristics, values and interests SSC1.1.2 guide clients to complete application forms SSC1.1.3 guide clients in writing cover letters SSC1.1.4 guide clients in preparing resumes SSC1.1.5 guide clients in using portfolios SSC1.1.6 guide clients to develop self-marketing plans SSC1.1.7 guide clients in conducting cold calls SSC1.1.8 guide clients with their personal presentations SSC1.1.9 guide clients in networking SSC1.1.10 guide clients in using references SSC1.1.11 guide clients in effective interview skills			
Evidence:			

Areas of Specialization	T	W	O
Work Development ☐ (i.e. develop work opportunities for clients, guide clients in work search strategies) Includes sub Competencies: **S5.1 Develop Work Opportunities for Clients** S5.1.1 liaise with clients, employers and professionals S5.1.2 facilitate work and work-related opportunities S5.1.3 prepare clients to respond to the labour market S5.1.4 support clients with work maintenance **SSC1 Work Search Strategies** See sub-competencies SSC1.1.1 to SSC1.1.11 above			
Evidence:			

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

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 is 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.

Description	Hours	Training Agency or Organization	Date Completed	Document Attached

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, National Code of Ethics 2021 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 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.

_____   _____
Print Name   Date

_____
Signature