

CDP Application Workshop

Getting Started

First decide under which category you will apply

View the website and the options and choose which one applies to you

If you have multiple levels of post-secondary education you can usually choose the highest level to find how many hours of work experience you need

If the highest level of education does not contain any relevant courses then a lower level of related education may be chosen

Getting Started

Once the pathway has been determined, order your transcripts (if required)

If eligible for the Employment Pathway, TAKE IT, requires no transcript

If you have multiple levels of education, you may only need a transcript of the highest level; but if you are using course work from more than one level of education to show relevancy then you may require more than one transcript

TIP order two transcripts: one for you to keep and look at and one unopened transcript to be submitted with your application (during Covid we accept unofficial transcripts that you scan and include with your application)

Getting Started

Line up your referees so you know who you will be asking

Two informal references (e.g. colleagues and even clients) can submit basic letters of reference

The third reference will be from someone who supervises/manages your work and who will sign off on your application

When your application is almost complete share it with the third referee so that they can see what you are submitting and attest to its veracity

Getting Started

Get your stuff together!

Before you start writing, pull together all your documentation that you will use to write the application

This includes updating your cv

TIP: use a longer cv format than a resume. This will give you the detail needed for the assessors to see what you have done in your work

Getting Started

Find things like position descriptions; old contracts showing dates of work; certificates of training e.g. life skills certificates; workshops attended; etc.

These can be used as part of demonstration or acquisition of competencies

Those of you who have a portfolio will find this an easy task; those of you who don't will have a basic portfolio once you are finished this process. Bonus!

Once you have all your material together then you can start writing

Writing the Application

TIP: break it into chunks; don't try to do it all at one sitting; set deadlines for each chunk so that you keep your momentum up

TIP: if you are a procrastinator, get a buddy or two to work with; arrange with other colleagues who are applying to meet once a week and write a section together

TIP: look at the sample applications to see how others have written descriptions of their competencies

Writing the Application

Start with the easy part: Employment section 5

List all your employment starting with current and working backwards

You will calculate your work experience in hours (this allows for all those who work less than a full time job to show their hours easily) If you are fortunate to have full time, permanent work this section is easy

You only need to go back as far as necessary to show the hours for the pathway under which you are applying

Writing the Application

References: another easy section to complete

List your referees (you've already lined them up)

The references will be given directly to you. You scan them and send by email with the rest of your application.

Writing the Competencies

All applicants must write descriptions of how you acquired and demonstrate the 4 core competencies

TIP: read how others have done it on the samples

This is where your buddies can help: if you work in the same positions you can talk through what you do (as you will in this workshop); take notes during the discussion to use to write out your own personal statements

Check how you gained the competency through training/education, work experience or other e.g. volunteer

Writing the Competencies

When you are checking training and supplying a record of the training, you still need to show how you use/demonstrate this skill/knowledge in your description of each competency

TIP: write one competency at a time: don't try to write them all at once

TIP: review the full competency descriptions on the website

<https://cdpcbo.org/certification/across-canada/standards-and-guidelines/>

C1.1, C1.2.1, C1.3.1 may all be demonstrated with one example

Writing the Competencies

Once you start writing, you will undoubtedly come up with many, many examples of how you demonstrate the competencies and sub-competencies

Enjoy the process, it is reflective and says a lot about you as a unique practitioner

Some applicants reflect on their values and why they do this work; this process should be affirming and may also help you look at what you want to do next in your career

Writing the Competencies

Repeat the process for each of the four core competencies

You might do one a week for 4 weeks; you and your buddies might meet once a week for an hour to complete one area of competencies

Next you must decide which 2 of the areas of specialization you will apply under

Many of you are generalists and do work in a number of specialization areas, so just write about 2

Writing the Competencies: Specializations

TIP: read the full descriptions of the specializations on the S&G website

Use the same process as writing the core competency statements to write about how you actually demonstrate the competency

You can copy and paste from one section to another if appropriate

Remember in writing any of the competency descriptions it is a time to be proud of yourself, you are fully allowed to talk about successes, awards, recognitions, etc. The most important recognition comes from you.

Almost Done

Once you are satisfied with your competency descriptions then complete Section 8 and list all the training and professional development you have used to show how you gained the competencies under the T (training) check off.

Attach the copies (do not need to be originals) of the certificates or other proof of attainment

Now go to your key referee and have a meeting where you ask them to attest to the application.

Almost Done

The referee will complete the form from the website where they will attest to your application and then write their own reference.

Gather it all together, do the final signing and submit!

Whew! What an accomplishment! Hopefully you are feeling validated and proud of who you are, what you do and what you have done.

For any questions or clarifications contact us:

info@cdpcbo.org