



# CCDP Application Package Part A: Certification Criteria Document

## Certification Criteria

Each applicant must satisfy all **5 conditions** before submitting his or her CCDP application. If a candidate is in possession of Career Development Practitioner Certification from another province, Ontario CCDP Certification may be granted (contact us for procedures).

**Applicants are advised to read the Certification Policies on the website before completing their formal applications.**

### **CONDITION 1: RELATED EXPERIENCE AND FORMAL EDUCATION**

---

Applicant must qualify under one of the following categories (*see notes below for those with related education/experience not specifically in career development*):

#### **Categories:**

- A. Certificate** – related 1 year certificate (min.200 hours of class/coursework) plus 6,400 hours of related experience in the past 8 years, **OR**
- B. Diploma** – related 2 year diploma (min. 400 hours of class/coursework) plus 4,800 hours of related experience in the past 6 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.

## Requirement Explanations:

### 1. Experience includes:

- a. Work experience must be in the provision of direct client services related to career development and/or employment. This can include: career & employment counselling/coaching/ facilitation /job development/ resource development; recruiting; HR management; labour market resources; vocational rehabilitation; school guidance/career centre/co-op programs; outplacement/career consulting; among others.
- b. Delivery of indirect client service including education/training, leadership/management, supervision/coordination, research in the field of employment and/or career development.
- c. Career/employment related duties could account for only part of an applicant's past jobs/roles (ex. Agency Manager who also manages career programs or facilitates groups; Settlement workers whose duties include assisting clients to work or school/training; ESL teachers who also teach workshops on job search topics for internationally educated students; therapists who provide career counselling as part of their practice; Teachers who provide guidance counseling for students; HR generalists who also write job descriptions, perform recruiting, or develop employee career/training plans). Applicants will need to show what percentage of their time in hours is related to career/employment services.
- d. Work experience requires that a minimum 50% of total hours accumulated are to have been realized through **paid** work, with balance of hours through volunteering, job shadowing, work practicum experience, etc.
- e. The use of the hour count rather than weeks is to acknowledge workers who work on contracts and part-time.

### 2. Educational Requirements:

- a. To automatically meet the education criteria for each category (except E Employment Pathway), programs or degree 'majors' must be in Career/Employment/Work Development or Vocational Rehabilitation.
- b. Programs in a related field such as the social sciences, counselling, humanities, business, human resources and education may be accepted if the applicant can demonstrate that a minimum of **6 or 30% of** courses are directly relevant to career/employment/work development and the Canadian Standards & Guidelines for Career Development Practitioners (courses could include those specifically in career/employment development or could be in Psychology, Sociology, Education/Adult Education/Training, HR Management, Labour Market/Economics, Immigrant Settlement, Counselling and Social Work as examples).
- c. Additionally, a 'related' program may be supplemented by additional courses or programs to meet the criteria.

For example, someone with a business degree with courses in economics, human resources, psychology and organizational behaviour, but with less than the 6 courses required, may also have taken additional professional development training in career assessments, or a job club leadership program, or a certificate in Career Development, which combined with the base degree would then meet the requirements for Category C:

Degree plus 3,200 hours of experience. If not, then it may be counted as the equivalent for Category B: Diploma plus 4,800 hours of experience.

- d. If an applicant holds multiple sources of related education, the highest education will be used to calculate the number of hours of related experience required, if the condition of the required courses is met.
- e. Applicant must have obtained their core education from a government-approved or authorized institution of higher education in Canada. Those with certificates/diplomas/degrees from other countries must provide a credential recognition or equivalency document from a government or university-approved ICES or PLAR service.
- f. All applicants must show they have taken both Ethics and Career Development Theories training, either within their education program or taken separately. (See Condition 3 below)

## **CONDITION 2. PROFESSIONAL ASSOCIATION MEMBERSHIP**

---

All applicants must belong to the **CDPCBO** and maintain their yearly membership in order to maintain their certification.

- Holding a membership in the CDPCBO will allow us to better track and manage the association membership condition of certification and ensure that CCDPs have access to and are up to date on information and training related specifically to career development and employment issues. This is the practice and policy for certifying bodies across most sectors in Canada and part of our bylaws as a not-for-profit organization. Membership also gives access to CDPCBO Annual General Meetings and voting privileges.

## **CONDITION 3. TWO MANDATORY COURSES**

---

The following two courses or course modules must have been completed by **every** CCDP applicant prior to applying for the CCDP designation, including those applying under the Employment Pathway category. These courses may have been part of the educational program claimed in Condition 1, or may have been taken separately as professional development to meet this requirement.

### **Ethics and Professional Conduct (10hrs) & Career Development Theories (20hrs)**

Applicant must **provide evidence** of completing separate courses/modules or one comprehensive course/module that meets the following criteria:

1. Consists of course content directly related to a) ethics and b) traditional and emerging theories, within career development (as documented in the course's outline)
2. Meets 10 hours for Ethics\* and 20 hours for Career Theories, 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 – not simply self-directed reading/assignments)
3. Involves an evaluative assignment, marked and graded by the course instructor
4. 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)

5. PLAR (Prior Learning Assessment Recognition) from the training/educational institution for either course will qualify for completion.
6. Where Ethics is part of a number of different courses e.g. part of a counselling skills course, case management, practicum preparation, assessment instruments, course outlines must show that ethics was covered in the course.

**\*Note:** The Ethics content/course may be from the counselling, social work or education fields. When this is the case, the applicant must provide evidence that the course covered topics relevant and applicable to Career & Employment services.

## **CONDITION 4. CAREER PRACTITIONER COMPETENCIES**

---

Applicants are to review the Canadian Standards & Guidelines for Career Development Practitioners and summarize how they have demonstrated the **four (4) Core Competencies** and at least **two (2) Areas of Specialization** (see update below).as evidenced by writing a description of how you've addressed these competencies through past work experience or through training/workshops/education.

**Update: As of February 2016 Areas of Specialization has been updated to reflect the National Certification Standard to achieve harmonization of certification criteria across the country.**

It is important to provide enough detail and description so that the assessors can see that the person meets the competency criteria. Please relate to each of the sub headings of the competency criteria as outlined in the Standards and Guidelines. Applications with insufficient detail or lacking entirely in detail will be returned to the applicant for further information and certification will not be awarded without the additional information.

If the competency was learned through course work, it is still necessary to clearly outline which course, and how it is demonstrated in their practice.

When choosing which of the areas of specialization you will demonstrate please ensure that you clearly meet those competencies. Choose specializations in which you perform most of your duties. eg. Choose assessments if a great percentage of your time is spent using standardized and non-standardized assessment tools. Do Not choose assessments if you have only taken a course in assessments but do not perform these skills.

Those applicants who have professional portfolios will find this part of the application easier to perform. It is a good idea to gather all your information together before starting to write your rationale and description of the competencies. (resume position descriptions, certificates)

**It is better to err on the side of too much information than too little.**

- The full version of the Canadian Standards and Guidelines for Career Development Practitioners is available at <https://cdpcbo.org/certification/across-canada/standards-and-guidelines/> and they are listed for your convenience in the CCDP Application form. **Please be sure to refresh your knowledge about the details of the S &Gs before starting your application.**

**All applicants are expected to include a copy of their cv or resume. A cv is advised as it holds the depth of detail that a work resume may not. In addition, wherever possible, please include a job description from your organization/employer to support your competency descriptions. If you are no longer with that employer and cannot access the job description you could submit the position that was listed when you applied for the job.**

## **CONDITION 5. PROFESSIONAL REFERENCES**

---

Applicants must submit three (3) references.

At least one reference must be from a supervisor or manager who can speak to and verify the applicant's competencies.

All referees must have known the applicant for at least one (1) year.

The period the referees refer to must be within the last three (3) years.

At least two of the referees must currently work in the field.

**The reference from supervisor/manager** must complete, in addition to a reference letter, the CCDP Reference Form (available on the CDPCBO website). And sign off that they have read the application and attest to its veracity. The other two references can be submitted in a more traditional letter format but should still outline how the referee knows the applicant and some comments on the applicant's work experience, practices, competencies, etc. It is not necessary for all three references to be on the detailed CCDP Reference Form.

### **Pre-Approved Ethics and Career Theories Courses**

The list of pre-approved Ethics and Career Development Theories Courses is on the website. As additional institutions submit information on their courses we will assess them against our criteria and will issue a list of approved courses on the website. Once a course/training provider/institution is approved, then applicants will not need to submit course outlines for those courses but will still need to provide sealed transcripts/certificates that indicate the courses taken. *During the disruption of Covid scanned copies of transcripts will be accepted.*

### **Re-Certification**

Certified Career Development Practitioners will be required to renew their certification every 3 years. The process and requirements for Recertification are available on the CDPCBO website.

The purpose of recertification is part of the demonstration of on-going professionalism and currency and meets the requirement of the Code of Ethics for Professionalism and that our consumers, employers and profession expect of someone who is certified.

### **Criteria for Recertification include:**

60 hrs continuing education credits (CEC). (Details of approved activities and CECs are provided in recertification form and the recertification application guide on the CDPCBO website)

Completion of a recertification log that documents professional development activities

Completion of a brief reflection piece outlining your learning from the past three (3) years and your goals for the next three (3) years