



## **NATIONAL CERTIFICATION STANDARD**

**Developed by the Certification Foundations Sub-committee of the Certification Working Group**

**SEPTEMBER 19, 2016**

Voluntary certification for Career Development Practitioners is available to those practitioners who meet the specified criteria in five provinces: Alberta, British Columbia, New Brunswick, Nova Scotia, and Ontario. The criteria for certification and re-certification / certification renewal varies from province to province but is grounded, consistently, in the Canadian Standards and Guidelines for Career Development Practitioners.

Career development is a profession with established standards and guidelines, specific education and training programs, several national organizations, associations in almost every province, and voluntary certifications in several provinces. There are numerous entry points to the profession. Career Development Practitioners may have direct, related, or unrelated career development education and they may have direct, related, or unrelated career development experience. In order to achieve the Certified Career Development Practitioner/Professional (CCDP) designation a Career Development Practitioner must go through the process of having their education, experience, and competence validated.

Ideally, all practitioners should complete training / professional development specific to career development. It is recognized that while more and more career development training programs are being offered across Canada (both online and face-to-face), not all regions have adequate connectivity / access yet.

Certification as a Career Development Practitioner is voluntary and is administered provincially through the following associations:

- Career Development Association of Alberta – <http://www.careerdevelopment.ab.ca>
- British Columbia Career Development Association – <http://www.bccda.org>
- New Brunswick Career Development Action Group – <http://www.nbcdag-gadcnb.ca/>
- Nova Scotia Career Development Association – <http://www2.nscda.ca/>
- Career Development Practitioner Certification Board of Ontario – <http://www.cdpcbo.org>

In an effort to define the requirements for certification reciprocity from province to province a set of minimum national certification standards have been identified. A practitioner certified in one province and wishing to transfer their certification to another province must meet the minimum national certification standards and may also have to meet additional criteria established by the receiving province in order to re-certify / renew their CCDP designation.

Key components of certification include education / training, work experience, current or recent practice in the field of career development, and, as outlined in the Canadian Standards and Guidelines for Career Development Practitioners, demonstration of the core competencies, adherence to the code of ethics, and commitment to the use of the ethical decision making model.

Certification Category	Certification Criteria		Additional Information
<b>Formal Education and Experience</b>	Formal career development or related education at various levels <u>combined</u> with years of experience in career development or a related field.		<p>*Nova Scotia has no mandatory requirement for formal educational credentials, but these are included in the weighting of a candidate’s experience against the competencies. Its Recognition of Prior Learning (RPL) competency-based model requires 3 years of full time employment in a career development role in the last 5 years (approximately 5400 hours).</p> <p>*What constitutes an accepted certificate or diploma for the purpose of certification is defined by each certifying association.</p>
	Education Pathway	Experience	
	Master’s degree	1600 hours experience within the past 2 years	
	Bachelor’s degree	3200 hours experience within the past 4 years	
	Diploma	4800 hours experience within the past 6 years	
	Certificate	6400 hours experience within the past 8 years	
	OR		
	Employment Pathway	Experience	
	Work experience in career development or a related field.	8000 hours experience within the past 10 years	

<b>Demonstration of Core Competencies</b>	<p>In addition to the formal education and work experience requirements practitioners must be able to demonstrate their competency in each of the four core competency areas as outlined in the Canadian Standards and Guidelines for Career Development Practitioners (<a href="http://career-dev-guidelines.org/career_dev/wp-content/uploads/2015/06/Core-Competencies.pdf">http://career-dev-guidelines.org/career_dev/wp-content/uploads/2015/06/Core-Competencies.pdf</a>).</p> <p>In Nova Scotia, the Canadian Standards and Guidelines have been operationalized into the “Nova Scotia Career Development Practitioners Core Competency Profile”. This document forms the basis of Nova Scotia’s certification program.</p> <p>Demonstrated competencies in Career Development Theories and Career Development (or related) Ethics are requirements for each of the education pathways and for the employment pathway. Ethics training must include an ethical decision making model.</p> <p>Core competencies can be developed and demonstrated through formal education or training (with an evaluative and facilitated learning component) or through an RPL competency-based model.</p>	<p>*Nova Scotia has an 80 question multiple choice general CDP knowledge exam, an in-depth structured phone interview with a Nova Scotia Career Development Association (NSCDA) assessor, and a documented collection of applicable prior learning activities / credentials to support the application. Career Development Practitioners applying for certification in Nova Scotia will refer to the Nova Scotia Career Development Practitioners Core Competency Profile (<a href="http://www2.nscda.ca/images/pdf/05_Dec_2013_NS_Core_Competency_Profile_Final_for_distribution.pdf">http://www2.nscda.ca/images/pdf/05_Dec_2013_NS_Core_Competency_Profile_Final_for_distribution.pdf</a>).</p> <p>*Some provinces may require competency demonstration in the Areas of Specialization, as outlined in the Canadian Standards and Guidelines for Career Development Practitioners.</p>
<b>Ethical Practice</b>	Candidates must agree to abide by the “Code of Ethics” as outlined in the Canadian Standards and Guidelines for Career Development Practitioners.	
<b>Employment in Career Development</b>	Currently or recently employed in the Career Development field.	*Each province defines its own terms for current or recent employment.
<b>References / Resume</b>	All provinces, with the exception of New Brunswick, require references; most provinces also require a resume.	*Ontario requires one reference to sign off on the application saying that they support the practitioner’s application and agree with the information presented.
<b>Membership in a Professional Association</b>	All provinces, with the exception of Nova Scotia, require membership in the provincial career development association in order to be eligible and apply for the CCDP designation.	