



NATIONAL RE-CERTIFICATION STANDARD

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

AUGUST 2017

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.

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>

Career Development Practitioners may choose to apply for the Certified Career Development Practitioner / Professional (CCDP) designation by having their education, experience, and competence validated. In order to maintain the CCDP designation the criteria for re-certification / certification renewal must be met. In an effort to ensure that the re-certification / certification renewal criteria are consistent from province to province a set of minimum national re-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 re-certification standards and may also have to meet additional criteria established by the receiving province in order to re-certify / renew their CCDP designation.

The key component of re-certification is demonstration of Continuing Education Credits (CECs) / Continuing Education Units (CEUs) / Professional Development hours.

Re-Certification / Certification Renewal Category	Re-Certification / Certification Renewal Criteria	Additional Information
Re-Certification / Certification Renewal Timeframe	All provinces, with the exception of British Columbia, require CCDPs to re-certify / renew every 3 years. British Columbia has implemented CCDP Maintenance requirements on a yearly basis.	
Continuing Education Credits (CECs) / Continuing Education Units (CEUs) / Professional Development hours	All provinces, with the exception of British Columbia, require CCDPs to demonstrate 60 credits / units / hours of continuing education / professional development every 3 years. British Columbia requires 20 credits / units / hours per year.	1 credit = 1 unit = 1 hour
Continuing Education Credits (CECs) / Continuing Education Units (CEUs) / Professional Development categories	<p>All provinces require CCDPs to demonstrate a combination of Formal / Direct and Informal / Indirect continuing education / professional development.</p> <p><u>Formal / Direct continuing education / professional development may include:</u></p> <ul style="list-style-type: none"> • Career Development / Related Conferences – attendance and / or presentation • Career Development / Related Training Days, Workshops, Webinars, Seminars – attendance and / or presentation • Career Development Research and Development (informal / indirect in BC) • Career Development Course – Teach (BC) • Association Involvement (except NB; informal / indirect in ON) • Mentorship (BC) • Academic Education / Training (except BC) • Author a book, etc (BC; included in Research and Development in AB) • Association Networking (BC) • Career Development / Related volunteer involvement <p><u>Informal / Indirect continuing education / professional development may include:</u></p> <ul style="list-style-type: none"> • CD Reading (no distinction between Formal / Direct and Informal / Indirect in Alberta) • Mentorship (ON) • Association Survey (BC; included in Association Involvement in AB) • Career Development / Related volunteer involvement <p>Provincial career development associations will determine minimum and maximum credits / units / hours for each category.</p>	
Membership in a Professional Association	All provinces, with the exception of Nova Scotia, require membership in the provincial career development association in order to be eligible for re-certification / certification renewal.	