



CAREER DEVELOPMENT ASSOCIATION OF ALBERTA

The Career Development Association of Alberta (CDA) is a professional association of approximately 300 proud and dedicated members from all corners of Alberta, Northwest Territories, Yukon, other areas of Canada, the United States of America, and abroad.

CDA Positioning Statement

CDA is a recognized leader that advances the career development profession through strategic outreach and partnership activities and provides services and supports to aspiring and practicing career development professionals.

CDA Beliefs

In support of lifelong career development, CDA believes in:

- Leadership and Accountability
- Learning and Development
- Communication and Transparency
- Advocacy and Partnerships
- Growth and Viability
- Respect and Integrity

CCDP DESIGNATION

In 2005 the CDA was the first provincial career development association in Canada to launch a voluntary certification for Career Development Practitioners, leading the way for British Columbia, New Brunswick, Nova Scotia, and Ontario to follow. Several other provinces are currently exploring certification options as well. The CDA and other provincial career development associations are members of the Canadian Council for Career Development and, specifically, the Certification Working Group. This involvement has enabled the provincial associations to work together to address issues related to certification reciprocity and the development of national certification and re-certification standards.

The Certified Career Development Professional (CCDP) designation is conferred on a Career Development Practitioner who is a member in good standing of the CDA and has demonstrated, through the CCDP application process, that they have met the requirements to use the title “Certified Career Development Professional” and “CCDP” after their name.

The Certified Career Development Professional (CCDP) designation is based on the Canadian Standards and Guidelines for Career Development Practitioners and requires adherence to a professional Code of Ethics. Through a robust re-certification process CCDPs may maintain their designation.

BENEFITS OF CERTIFICATION

Certification not only provides a mechanism to validate and recognize the competence of practitioners working in the field but to legitimize the complex and evolving field of practice. Through the standardization of competencies certification delivers quality assurance for employers, funders, and the public. The certification process takes into account both formal and informal learning and experience to unify practitioners with a common voice and vocabulary for career development.

Benefits for the Profession

- Certification raises the bar for the field, demonstrating to employers / funders, policy makers, and the public that the work of practitioners is grounded in professional excellence.
- Certification operationalizes the competency standards and ethical guidelines that were established through the Canadian Standards and Guidelines for Career Development Practitioners, defines a scope of practice, supports quality delivery, and ensures accountability.
- Certification contributes to public awareness of career development as a defined field of practice with core competencies and areas of specialization.

Benefits for Career Development Practitioners

- Certification confirms mastery of critical professional competencies, and recognizes professional development and growth.
- The process of achieving and maintaining certification demonstrates continuous improvement and refinement of practice.
- Certification demonstrates the use of industry respected best practices to clients, competitors, suppliers, peers, employers, and funders.
- Certification holds practitioners to higher level of skill development that can open the door to career / promotion opportunities and possibly garner a higher income.
- Certification offers opportunities for recognition by peers, employers / funders, and recruiters as a competent professional in the field; it can provide a professional competitive edge.
- Certification establishes practitioners as experts, leaders, and innovators in field.

Benefits for Employers / Funders

- Certification is a tangible way to screen and differentiate between candidates. CCDPs have been assessed for their knowledge, experience, and competence as practitioners in the field and are committed to professional growth and development.

- Certification establishes candidates as current, connected, and committed professionals with the potential to move into leadership positions.
- Certification makes it easy to identify and target training and professional development.
- Certification sets you apart as a service provider and industry leader as it demonstrates your commitment to operating professionally and ethically.
- The application, re-certification, and ongoing assessment process associated with certification elevates employee / contractor responsibility, commitment, and motivation.
- Top-performing companies understand that training and professional development lead to measurable bottom-line results and improved client / customer satisfaction.

Benefits for the Public

- Certification affords the public the opportunity to make an informed selection of services based on the knowledge and training demonstrated by CCDPs.
- Certification has a set standard for excellence and provides a mechanism for visible accountability that the public can trust.
- The public has assurance from the certifying body that the CCDP is held to a quality standard for practice and ethics and can make a complaint if they have concerns about a CCDP.

Certified Career Development Professionals (CCDPs) who are working independently are able to access professional liability insurance through their membership with the CDAA.

CDAA REGISTRATION / STANDARDS AND CERTIFICATION COMMITTEE

The CDAA Registration / Standards and Certification Committee is authorized by the CDAA to set the standards for certification and re-certification, review certification and re-certification applications, make certification and re-certification decisions, issue or delegate the issuing of CCDP designations, and conduct audits.

CCDP CERTIFICATION CRITERIA

Key components of certification include formal education / training, paid employment 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.

Nationally, a certification standard has been established and includes minimum standards for formal education, paid employment experience in career development, demonstration of core competencies, ethical practice, references / resume, and membership in a professional association.

Formal career development or related education at various levels combined with years of paid employment experience in career development or a related field is required for certification.

Formal Education and Paid Employment Experience

A combination of formal education and paid employment experience have been identified as the minimum requirements for CCDP certification. The CDAA has adopted the national certification standard for the education and employment pathways as outlined below.

Education Pathway:

Career development or related Master's degree + 1600 hours experience within the past two (2) years
Career development or related Bachelor's degree + 3200 hours experience within the past four (4) years
Career development or related Diploma* + 4800 hours experience within the past six (6) years
Career development or related Certificate* + 6400 hours experience within the past eight (8) years

*What constitutes an accepted certificate or diploma for the purpose of certification is defined by each certifying association.

Employment Pathway:

Paid employment experience in career development or a related field + 8000 hours experience within the past ten (10) years

Demonstration of Core Competencies

In addition to the formal education and paid employment 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 (http://career-dev-guidelines.org/career_dev/wp-content/uploads/2015/06/Core-Competencies.pdf)*.

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.

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.

*Some provinces may require competency demonstration in the Areas of Specialization, as outlined in the Canadian Standards and Guidelines for Career Development Practitioners.

The Canadian Standards and Guidelines for Career Development Practitioners defines the knowledge, skills, and attitudes a Certified Career Development Professional (CCDP) is expected to possess prior to applying for certification, and to maintain while certified, in order to deliver quality career development services to clients. These core competencies are attained through fulfillment of the standards for formal education and paid employment experience.

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

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

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

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

Ethical Practice

Candidates must agree to abide by the “Code of Ethics” as outlined in the Canadian Standards and Guidelines for Career Development Practitioners.

Employment in Career Development

Currently or recently employed* in the Career Development field.

*Each province defines its own terms for current or recent employment.

References / Resume

All provinces, with the exception of New Brunswick, require references; most provinces also require a resume.

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 and apply for the CCDP designation.

CCDP ELIGIBILITY STANDARD

Education Pathway	Employment Pathway
Education Eligibility Standard	
Completion of, at minimum, a certificate (200 hours) in career development including: <ol style="list-style-type: none"> One (1) accredited course in Career Development Ethics and Professional Conduct having a minimum weight of one (1) academic credit / ten (10) hours study time (including instruction and self-study) or proven equivalency, and One (1) accredited course in Career Development Theory having a minimum weight of three (3) academic credits / thirty (30) hours study time (including instruction and self-study) or proven equivalency 	Completion of: <ol style="list-style-type: none"> One (1) accredited course in Career Development Ethics and Professional Conduct having a minimum weight of one (1) academic credit / ten (10) hours study time (including instruction and self-study) or proven equivalency, and One (1) accredited course in Career Development Theory having a minimum weight of three (3) academic credits / thirty (30) hours study time (including instruction and self-study) or proven equivalency
Education Pathway	Employment Pathway
Employment Eligibility Standard	
<ol style="list-style-type: none"> Current active employment in one (1) or a combination of the qualifying areas of work*, plus A minimum of 6400 hours of paid employment in the past eight (8) years with a minimum of 1600 hours in the past two (2) years in one (1) or a combination of qualifying areas of work* 	<ol style="list-style-type: none"> Current active employment in one (1) or a combination of the qualifying areas of work*, plus A minimum of 8000 hours of paid employment in the past ten (10) years with a minimum of 1600 hours in the past two (2) years in one (1) or a combination of qualifying areas of work*
Three (3) Professional References	Three (3) Professional References

Education Eligibility Standard

In Alberta, the education standard necessary for certification (education pathway) is completion of a certificate (200 hours) in career development including:

- one (1) accredited course in Career Development Ethics and Professional Conduct having a minimum weight of one (1) academic credit / ten (10) hours study time (including instruction and self-study) or proven equivalency, and
- one (1) accredited course in Career Development Theory having a minimum weight of three (3) academic credits / thirty (30) hours study time (including instruction and self-study) or proven equivalency

In Alberta, the education standard necessary for certification (employment pathway) is completion of:

- one (1) accredited course in Career Development Ethics and Professional Conduct having a minimum weight of one (1) academic credit / ten (10) hours study time (including instruction and self-study) or proven equivalency, and

2. one (1) accredited course in Career Development Theory having a minimum weight of three (3) academic credits / thirty (30) hours study time (including instruction and self-study) or proven equivalency

Career Development Practitioners can access in person, online, and blended learning programs across Canada. Please visit www.careerdevelopment.ab.ca or contact the CDAA Registrar at registrar@careerdevelopment.ab.ca for more information.

Employment Eligibility Standard

The paid employment experience standard necessary for certification (education pathway) is:

1. current active employment in one (1) or a combination of the qualifying areas of work*, plus
2. a minimum of 6400 hours of paid employment in the past eight (8) years with a minimum of 1600 hours in the past two (2) years in one (1) or a combination of qualifying areas of work*

The paid employment experience standard necessary for certification (employment pathway) is:

1. current active employment in one (1) or a combination of the qualifying areas of work*, plus
2. a minimum of 8000 hours of paid employment in the past ten (10) years with a minimum of 1600 hours in the past two (2) years in one (1) or a combination of qualifying areas of work*

***Qualifying Areas of Work**

1. Direct Client Services

a. Assessment

Individuals working in this area use formal and informal career assessment instruments, tests, and tools to assist clients to develop awareness of themselves and their career options.

b. Facilitated and Individual Group Learning

Individuals working in this area use commonly accepted principles of learning and group facilitation to teach, train, or facilitate individuals and groups in theory-based career development practices and work search strategies.

c. Career Counselling

Individuals working in this area know and apply major counselling or coaching theories, models, and skills to counsel or coach clients in career planning and work search strategies that connect clients to their goals.

d. Information and Resource Management

Individuals working in this area determine the information needs of clients. They know and use career, labour market, and community resources to assist clients with their information needs.

e. Work Development

Individuals working in this area liaise with clients, employers, and professionals to facilitate work-related opportunities. They prepare clients to respond to the labour market and guide clients to complete application forms; prepare resumes, cover letters, portfolios and self-marketing tools; and support clients in maintaining employment.

f. Community Capacity Building

Individuals working in this area develop and implement long-term strategies which connect community, career and economic development in the interests of unemployment reduction and economic growth at the community level.

2. Indirect Services

Individuals working in this area perform one or more of the following functions:

- develop, market, co-ordinate, or manage career development programs / projects / services
- develop or implement long term strategies that connect career development and community economic development
- research, write, or educate in the field of career development
- develop career development theories, models, or policies

APPLICATION PROCESS

Only CDAA members in good standing are eligible to apply for certification. Applicants who knowingly do not meet the criteria for certification should wait until they do meet the requirements before submitting an application. If you have not yet completed the educational requirements, if you are not currently employed in one of the areas of qualifying work, or if you do not have enough hours of qualifying paid employment experience, do not submit an application at this time.

It is the applicant's responsibility to submit a COMPLETE application.

The prescribed non-refundable application fee plus GST must be submitted with the application or the application will not be reviewed by the CDAA Registration / Standards and Certification Committee.

If the CDAA Registration / Standards and Certification Committee deems that an application lacks information, documentation, clarity, or coherence the applicant MAY be given the opportunity to remediate deficiencies within a reasonable time period specified by the Committee. If there are too many deficiencies OR if the deficiencies remain unresolved after the specified time period the application will become invalid and the application fee will be forfeited.

Following application review, the CDAA Registration / Standards and Certification Committee will issue written notice of decision to each applicant. The Committee may decide to:

1. unconditionally grant the CCDP designation;
2. conditionally grant the CCDP designation;
3. defer granting the CCDP designation based on the applicant fulfilling stipulated requirements within a specified time period; or
4. deny granting the CCDP designation.

CCDP applications are received and reviewed on an on-going basis. Any applications received prior to one (1) week before the next scheduled CDAA Registration / Standards and Certification Committee meeting will be reviewed for approval at that meeting. Any applications received after that date will be deferred to the next meeting. CCDP applicants will receive written notice, via email, that their application has been received and indicating the date their application will be reviewed for approval.

Approval, deferral, or denial of an application will be communicated, via email, to the member within one (1) week of the meeting and documentation, if appropriate, will be mailed within two (2) weeks of the meeting.

APPEAL

Applicants dissatisfied with a decision of the CDAA Registration / Standards and Certification Committee may appeal the decision by submitting an appeal, in writing, to the CDAA Board of Directors within sixty (60) days of issuance of the Committee decision. Note that appellants are required to pay a non-refundable fee plus GST to cover the administrative costs of their appeal. Applicants wishing to launch an appeal should contact the CDAA Registrar at registrar@careerdevelopment.ab.ca for more information about the appeal process.

The CDAA Board of Directors may consider new evidence not considered by the CDAA Registration / Standards and Certification Committee and may uphold or overturn any decision of the Committee. Decisions of the Board are final and may not be appealed further.

SCHEDULE OF FEES

Please refer to the CDAA [website](#) for the most current fee schedule. The fee schedule will be reviewed periodically and is subject to change.

CDAA Membership Fee – due annually
CCDP Application Fee – due at time of application
CCDP Annual Maintenance Fee – due year one and year two
CCDP Re-certification Application Fee – due year three
CCDP Late Re-certification Application Fee – due at time of late re-certification application
CCDP Reinstatement Fee – due at time of reinstatement
CCDP Appeal Fee – due at time of appeal

REQUIRED DOCUMENTATION

The following requirements must be met in order for a CCDP application for certification to be considered complete:

1. **Application Form** – submission of a completed application form, including understanding and agreement to the following:
 - agreement to abide by the CDAA Code of Ethics
 - agreement to maintain active membership in the CDAA for the certification period in order to use the CCDP designation
 - agreement to provide true and accurate information in the application; making a false statement is a breach of the Code of Ethics and will result in the application being denied
 - agreement to authorize the CDAA Registration / Standards and Certification Committee to verify employment and or education

2. **Education** – submission of documents to verify completion of required education including:
 - a. copy of Career Development Certificate, Career Development Diploma or Career Development Degree (*Contact a Notary Public or an authorized government officer to have the copy of your document notarized or certified*)

- b. copy of official transcripts bearing the registrar's signature and the seal of the issuing institution to verify completion of Career Development Ethics and Professional Conduct, and Career Development Theory
 - c. copy of marriage certificate or other official document to verify change of name if current name is different from that shown on certificate / diploma / degree / transcripts
- 3. Paid Employment Experience** – submission of documents to verify and provide a context for understanding paid employment experience including:
- a. a current resume / curriculum vitae which includes descriptions of career development paid employment experience in relation to the areas of qualifying work
- 4. Demonstration of Core Competencies** – submission of documents to verify and provide a context for understanding demonstration of core competencies including:
- a. a current resume / curriculum vitae which includes descriptions of how core competencies are met
- 5. Fee** – submission of the prescribed CCDP Application Fee plus GST
- 6. Professional References** – submission by three (3) professional references of confidential questionnaires to attest to the applicant's character, scope of practice, and general competency in the career development field. The purpose of the Professional Reference Questionnaire is to enable the applicant to provide independent evidence that his / her paid employment experience fits the definition of qualifying work and that his / her skills, knowledge, and attitudes are consistent with the core competencies. The criteria for acceptance of professional references are as follows:
- the entire questionnaire must be completed by the professional reference him / herself (not by the applicant or a third party)
 - one (1) reference must be the applicant's current supervisor / manager (person who conducts the applicant's performance evaluation) or, in the absence of a current supervisor / manager, an instructor, colleague, or client who can provide independent evidence that the applicant's paid employment experience fits the definition of qualifying work and that his / her skills, knowledge and attitudes are consistent with the core competencies
 - a minimum of two (2) of three (3) references must work in career development or a related field
 - a reference must have known the applicant for a minimum of one (1) year
 - a reference must have direct and up-to-date knowledge of the applicant's practice by having directly observed the applicant in practice within the past three (3) years
 - family members, employees, and subordinates are not eligible to act as references
 - more weight will be given to the information provided by references who:
 - are acting or have acted in a supervisory role to the applicant
 - have directly observed the applicant in practice
 - have recent knowledge (within the past year) of the applicant's practice
 - are knowledgeable about the scope of the career development field
 - have broad knowledge of the applicant's scope of practice and competency
 - work in the career development field
 - are certified as a CCDP

REGISTRATION DATE

The date upon which a CCDP becomes registered will become the anniversary date for both CDAA membership and CCDP designation.

CCDP CERTIFICATE

Applicants found eligible for certification will receive a certificate of designation in the mail. All certificates issued remain the property of the CDAA and may be revoked by the CDAA with cause. Certificates will bear an expiry date marked three (3) years from the date of initial registration.

CCDP REGISTER

The names of individuals holding the CCDP designation will be placed in a register. The CDAA Registrar will maintain the register and will ensure that only the names of registrants in good standing appear on the register. Names of individuals appearing on the register will be accessible by the public through requests to the CDAA Registrar for confirmation of registration status.

UPDATED CONTACT INFORMATION

Contact between the CDAA and registrants will be on-going. Registrants must promptly submit up-to-date contact information to the CDAA including change of name, address, phone number, and email address.

It is the registrant's responsibility to respond to notifications sent by the CDAA within the specified timelines. Failure to receive notification from the CDAA will not be considered grounds for extension.

CCDP ANNUAL MAINTENANCE FEE

To maintain active status as a CCDP, registrants pay the prescribed CCDP Annual Maintenance Fee in addition to the CDAA Membership Fee. Where the dues or fees of a member in any category are not paid within the time established by the CDAA Board of Directors, and where the member has been sent notice for payment, the membership may be suspended or cancelled. Further consideration for reinstatement of membership shall not occur until all dues or fees payable are remitted and any other conditions imposed are fulfilled to the satisfaction of the CDAA Registration / Standards and Certification Committee, or its designate. A cancelled Certified member must surrender the Certificate, and may no longer use the CCDP designation.

REVOCATION OF CERTIFICATION

A registrant's designation may be revoked if the registrant:

- a. is proven to have breached the CDAA Code of Ethics;
- b. is proven to have performed actions or inactions that cause or can be seen to cause harm to the profession;
- c. fails to maintain up-to-date membership status with the CDAA; or
- d. fails to maintain active status as a CCDP.

RE-CERTIFICATION APPLICATION PROCESS

To maintain certified status, CCDPs must maintain active membership in the CDAA for the certification period and re-apply for certification every three (3) years through reporting of a minimum of sixty (60) Continuing Education Units (CEUs). Applications for re-certification are due on or before the CCDP's anniversary date. A CCDP may submit an application for re-certification, with the prescribed late fee, by no later than 30 days after the CCDP certification expiry date. A CCDP who does not submit the CCDP re-certification application will be removed from the CCDP register and will no longer be considered a CCDP.

Applicants who knowingly do not meet the criteria for re-certification should contact the CDAA Registrar at registrar@careerdevelopment.ab.ca regarding their options.

CCDP APPLICATION

- After thoroughly reviewing the CCDP Application Guide and before completing your CCDP Application please ensure you have gathered the required information and documentation to prepare your application. Please set aside up to two (2) hours to complete your online application. You will not be able to save and return to your online application once you start the process. Applications will only be accepted via the [online application form](#). Paper copies will not be accepted.
- If you are not already a member of the CDAA, please purchase an [individual membership](#) prior to completing your CCDP application. You will be asked for your CDAA Membership Expiry Date during the application process.
- Please have your Professional References complete and submit the [online professional reference questionnaire](#). Paper copies will not be accepted. Instructions for completing the questionnaire are included in the online form. Please note that your CCDP application will not be reviewed until all professional references are received.
- Please visit www.careerdevelopment.ab.ca or contact the CDAA Registrar at registrar@careerdevelopment.ab.ca if you have any questions.

Thank you for your ongoing commitment to the CDAA and your profession.