



Eligibility Standards for Career Development Practitioner (CDP) Education / Training Programs and Courses

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Since the launch of the CCDP designation in 2005 the CDAA has maintained a list of “pre-approved” education / training programs and courses from accredited post-secondary institutions in Alberta. While other education / training programs and courses were considered on a case by case basis the “pre-approved” list remained the primary eligibility standard for the CCDP designation.

Given the changing landscape of career development education / training in Canada, and specifically in Alberta, it has become increasingly challenging to maintain a list of “pre-approved” education / training programs and courses from accredited post-secondary institutions in Alberta.

The CDAA observes the National Certification Standard (see table below), established by the Canadian Council for Career Development Certification Working Group, with respect to the key components of certification including 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. National Certification Standard details relevant to the CDAA’s CCDP designation are highlighted in the Eligibility Standards below.

Certification Category	Certification Criteria	Additional Information	
Formal Education and Experience	Formal career development or related education at various levels <u>combined</u> with years of experience in career development or a related field.	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). What constitutes an accepted certificate or diploma for the purpose of certification is defined by each certifying association.	
	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	
Demonstration of Core Competencies	<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 (http://career-dev-guidelines.org/career_dev/wp-content/uploads/2015/06/Core-Competencies.pdf).</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 (http://www2.nscda.ca/images/pdf/05_Dec_2013_NS_Core_Competency_Profile_Final_for_distribution.pdf).</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>
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.	Ontario requires one reference to sign off on the application saying that they support the practitioner's application and agree with the information presented.
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.	

The CDAA requires **CCDP education pathway** applicants to complete, at a minimum, a certificate in career development and **CCDP employment pathway** applicants to complete, at a minimum, two career development courses (Career Theories and Career Ethics). These education / training programs and courses are being offered more frequently by private training providers as the education / training programs and courses that were once available through accredited post-secondary institutions in Alberta have either changed significantly or have ceased to exist.

What constitutes an accepted certificate or diploma for the purpose of certification is defined by each certifying association. The CDAA has established the following eligibility standards for education / training programs and courses, whether delivered by an accredited post-secondary institution or a private training provider.

Eligibility Standards

Education / training programs and courses, whether delivered by an accredited post-secondary institution in Alberta or in another province, or by a private training provider, must:

1. have a formal program or course description including learning outcomes, hours of instruction / number of credits, and instructor credentials / qualifications;
2. include formal student evaluation and feedback;
3. provide proof of program or course completion (course completion report, transcript, certificate, diploma, degree) including the signature of the Registrar or training provider; and
4. demonstrate alignment with the [Canadian Standards and Guidelines for Career Development Practitioners \(S&Gs\)](#).

Formal career development education at the **employment pathway level**, whether delivered by an accredited post-secondary institution in Alberta or in another province, or by a private training provider, must:

1. include 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. include 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.

Formal career development or related education at the **certificate level**, whether delivered by an accredited post-secondary institution in Alberta or in another province, or by a private training provider, must:

1. be a minimum of 20 academic credits or 200 hours of instruction and/or self-study time;
2. offer all of the credits in courses specifically related to career development;
3. include 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
4. include 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.

Formal career development or related education at the **diploma level**, whether delivered by an accredited post-secondary institution in Alberta or in another province, or by a private training provider, must:

1. be a minimum of 40 academic credits or 400 hours of instruction and/or self-study time;
2. offer at least half of the credits in courses specifically related to career development;
3. include 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
4. include 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.

Formal career development or related education at the **Bachelor's level**, whether delivered by an accredited post-secondary institution in Alberta or in another province, or by a private training provider, must:

1. offer at least 15 credits in courses specifically related to career development;
2. include 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
3. include 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.

Formal career development or related education at the **Master's level**, whether delivered by an accredited post-secondary institution in Alberta or in another province, or by a private training provider, must:

1. offer at least 15 credits in courses specifically related to career development;
2. include 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

3. include 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.

*1 academic credit is typically equivalent to approximately 10 hours of instruction and self-study time.

It is the responsibility of the individual applicant to demonstrate they meet the requirements for certification as outlined in the CCDP Application Guide and that their education / training program or course meets the established eligibility standards. It is also the responsibility of the individual applicant to source education / training that meets their needs and to do their research when making their education / training plans. Where a single program does not meet the eligibility standards for certification, CCDP candidates can earn additional qualifying credits to fulfill certification criteria. Should they have questions they are encouraged to contact the CDAA Registrar (registrar@careerdevelopment.ab.ca) for direction and support.

Eligibility standards may be updated from time to time as determined necessary by the CDAA Registration / Standards and Certification Committee and the CDAA reserves the right to verify that the education / training delivered by the accredited post-secondary institution or private training provider meets the requirements for the CCDP designation.

Through the Canadian Council for Career Development (3CD) Certification Working Group an inventory of career development education / training programs and courses will be updated on a yearly basis to include available education / training programs and courses across Canada.