Certified Career Development Practitioner (CCDP)
Criteria Guideline

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Certified Career Development Practitioner (CCDP)  
Criteria Guideline

A. CCDP Certification Criteria

All applicants must satisfy 5 criteria before submitting their CCDP application.

1. Education and Work Experience
2. BCCDA Professional Membership
3. Mandatory Courses - Ethics and Theories
4. Career Practitioner Competencies and Areas of Specialization
5. Professional References

1. Education and Work Experience

To automatically meet the education criteria, all education and work experience must be in Career/Employment Development or a related field.

Note that official transcripts from the educational institution are required and must be included with your application. Please read carefully and select the categories that you wish to apply (you can select multiple categories to apply- the Reviewer Committee will decide the most applicable category to your file).

There are six categories:

- **Category 1.** Related Masters degree in Career/Employment Development and at least 1 year full-time or an equivalent amount of part-time related paid qualifying work experience.
- **Category 2.** Related Bachelors degree in Career/Employment Development and at least 2 years full-time or an equivalent amount of part-time related paid qualifying work experience.
- **Category 3.** Related Diploma/Associate Degree (min. 400 hours) in Career/Employment Development and at least 3 years full-time or an equivalent amount of part-time related paid qualifying work experience.
- **Category 4.** Related Certificate (min. 200 hours) in Career/Employment Development and at least 4 years full-time or an equivalent amount of part-time related paid qualifying work experience.
- **Category 5.** Unrelated degree and at least 4 years full-time or an equivalent amount of part-time related paid qualifying work experience.
- **Category 6.** Employment Pathway: Minimum of 8000 hours of paid qualifying work experience in the past 10 years.
Note:

- “Full-time” means at least 30 hours of paid work in one week. One year of full-time work is at least 1560 hours.
- Candidates who apply using international paid work experience must have at least one year paid work experience in Canada.
- If career/employment related duties account for only part of an applicant’s past jobs/roles, or applicant’s work experience was only part-time (less than 28 hours/week), then the applicant must demonstrate that they have accumulated the required experience over more years than indicated for the category in question.
- Applicants must have obtained their core education from an accredited or government approved institution of higher education in Canada or one that is approved by BCCDA.
- Applicants with certificates, diplomas, or degrees from other countries must provide evidence that their degree is from an accredited or government approved institution or submit a credential recognition document from a government or university-approved ICES or PLAR service.
- Applicant’s educational programs or degrees for categories 1 through 4 must be in Career/Employment Development, Vocational Rehabilitation, or in the following related fields: Psychology, Sociology, Counselling, Education, Human Resources Management, Social Work or Marketing.

2. **BCCDA Professional Membership.** Applicants must be a current, individual voting member of the BCCDA. Professional Membership is required for the Association to have continued jurisdiction over the member and over continued use of the CCDP designation. **Successful applicants must maintain their BCCDA professional membership to maintain their CCDP certification.** For those who have been grandfathered in with a three year certification period, you will have a Professional Membership credit of $50 for each remaining subscription years with BCCDA. To read more about this compensation and how it would apply to you; please refer to our BCCDA membership benefits.

3. **Mandatory Courses.** Completion of two mandatory courses (Ethics and Career Development Theories) either within your educational program or taken separately. All applicants are required to attach proof of completion for 2 courses: (1) Ethics and Professional Conduct and (2) Career Development Theories. You must complete both courses prior to applying for the CCDP designation. These courses may have been part of the education program claimed in section 1, or taken separately to meet this requirement.

**Course Requirements for Ethics and Professional Conduct**

- Consists of course content directly related to ethics within career development, counselling or education (documented in the course’s outline)
- Includes a minimum of 10 hours for substantive learning that has been 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)
- Involves an evaluative assignment, marked and graded by the course instructor.
• Has a personalized course completion record from the institution or instructor (such as a certificate, diploma, transcript or letter with the instructor signature)

**Course Requirements for Career Development Theories**

• Consists of course content including foundational and emerging career theories (documented in the course outline)
• Includes a minimum of 20 hours of substantive learning that has been delivered through face-to-face or online instruction (with the majority of the time engaged in facilitated/interactive learning)
• Involves an evaluative assignment, marked and graded by the course instructor
• Has a personalized course completion record from the institution or instructor (such as a certificate, diploma, transcript or letter with the instructor signature)

**Note:**

• For Ethics and Career Development Theories Courses that are not on the pre-approved list, the applicant will need to provide a course outline or description and official transcripts as evidence that the course meets Criteria 3
• The Ethics component may be from the counselling or education fields. When this is the case, the applicant must provide evidence of that the course covered topics relevant and applicable to Career and Employment services
• For a list of Pre-Approved Ethics and Career Development Theories Courses, see Appendix A in the CDP Certification Criteria

4. **Career Practitioner Competencies & Areas of Specialization.** Applicants must provide evidence for how he or she has demonstrated all 4 of the core competencies and 3 of the 6 areas of specialization outlined in the Canadian Standards and Guidelines for Career Practitioners through experience or training. Evidence should document/describe how the applicant has addressed these competencies through past work experience or through training/workshops/education. For competencies obtained through training, the relevant documentation must be submitted.

**Note:**

• For competencies obtained through training, indicate the relevant course title and year completed and list or attach documentation if not previously included in Section 1
• For competencies obtained through training, indicate the relevant course title and year completed
• For competencies obtained through work experience or other, *briefly* provide evidence for how you have demonstrated this competency. When giving examples of work experience, you may find it helpful to use techniques such as Situation, Action, Result (SAR).
• You may use one statement or example to demonstrate more than one competency at a time
5. **Professional References.** The applicant must submit two professional references in support of their application. At least one reference must be from a supervisor or employer. The second may be from a supervisor, employer or colleague who have knowledge of the Canadian Standards and Guidelines for Career Practitioners and can speak to and verify your capacity in the career development field. If self-employed, colleagues or client references may be acceptable.

Criteria for acceptance as a professional reference:

- The applicant must have known the reference for at least one year for CCDP candidates and at least six months for CCDP Candidacy candidates
- The applicant must have known the reference in a professional capacity
- The reference must have recent knowledge of the applicant’s work experience (within the past 5 years)
- The reference must not be a family member
- Ideally, the reference will be familiar with the Canadian Standards and Guidelines for Career Development Practitioners (for more information see [www.career-dev-guidelines.org](http://www.career-dev-guidelines.org))

**Note:**

- Provide your main reference with the CCDP Reference Form. They must complete the form and sign the form
- Ensure that your reference knows which 3 areas of specialization you are claiming so that their comments match your application

B. **How to Maintain your CCDP**

**2016 Changes - Streamlined system for CCDP Maintenance**

BCCDA is pleased to announce that we have streamlined and simplified the process for maintaining your CCDP designation. We value your commitment and support of BCCDA and are excited to offer an improved method for tracking your professional development activities. Below is a list of changes effective as of July 1, 2016:

**1. Hours verses Continuing Educational Credits:**

Professional activities will now be tracked in hours rather than in credits. (If you watch a one hour webinar it simply counts as 1 hour of Professional Activities). In the interest of ensuring that CCDP’s engage in a range of activities beneficial for professional development, maximum hours have been established for some categories. We have also allowed up to 10 hours of indirect learning such as reading, writing and research that can be obtained independently. This is intended to assist CCDP’s in meeting the CCDP maintenance requirements who are in geographic locations with less access to formal training.
2. Annual Submission CCDP Maintenance Log

BCCDA has shifted to requiring an annual CCDP Maintenance Log. The annual system, in addition to being more convenient, will ensure that members are engaging in continuing education activities on a consistent basis. Your professional membership fee of $130 will cover the CCDP maintenance fee.

3. Member Profile with Professional Hours Tracking System

With the launch of our new website, your member profile will now automatically track all professional activities obtained through BCCDA. In addition, the profile allows you to keep a running log of professional activities obtained informally or through other training providers. You will receive automatic updates of the number of professional hours needed to meet the minimum 25 professional hour requirement, along with reminders of your certification anniversary due date.

In order to give you time to complete additional activities BCCDA reviewers will check your profile to ensure that you have met the maintenance requirements 30 days before your CCDP anniversary. CCDP’s who are missing hours will be given a 60 day grace period after their CCDP anniversary before their CCDP is paused. To reactivate your CCDP you must make up the required professional hours from the previous period.

4. What to Do if your CCDP has Lapsed?

(Pending on the Board approval)

CCDP Maintenance Requirements

The CCDP designation is a mark of professional excellence. It symbolizes the practitioner's commitment to ongoing professional development and the continuous advancement of the career development field.

As of July 1, 2016, CCDP holders must submit a CCDP Maintenance Log every year to demonstrate involvement in a range of professional activities that develop skills, knowledge and competencies required for their career practice.

In order to maintain your CCDP designation and title, practitioners must:

- Maintain continuous Professional Membership with BCCDA.
- Complete and document a minimum of 25 hours of professional activities per year.
- Ensure that each professional development activity claimed addresses at least one Core Competency and one area of Specialization from the Canadian Standards and Guidelines for Career Development Practitioners.
- Supporting Documents: Please retain verification documents for all continuing education activities claimed for one year after submission as they may be required for randomized audits.
Appendix A. Pre-Approved Ethics and Career Theories Courses

The following training providers have applied for and received pre-approval. Although this does not represent a recommendation or endorsement of the program, it does indicate that we have confirmed, based on the information provided to us, that the course meets the CCDP Certification Committee’s definition of the required courses. Applicant will not have to submit sealed transcripts nor course outlines/descriptions for these courses.

Pre-Approved Ethics Course Providers

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<thead>
<tr>
<th>Provider</th>
<th>Course Title</th>
<th>Course #</th>
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<tbody>
<tr>
<td>Life Strategies Ltd.</td>
<td>Ethics for Career Practitioners</td>
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</tr>
<tr>
<td>SFU Simon Fraser University</td>
<td>Career Development Theories and Code of Ethics</td>
<td>CPRA 105, CPRP 105</td>
</tr>
<tr>
<td>Kwantlen Polytechnic University</td>
<td>Career Practitioner Certificate</td>
<td>Equivalent to SFU CPRA 105 &amp; CPRP 105</td>
</tr>
<tr>
<td>Okanagan College</td>
<td>Professional Development &amp; Labour Market Research</td>
<td>CF04</td>
</tr>
<tr>
<td>Okanagan College</td>
<td>Foundational Theories and Ethics in Career Facilitation</td>
<td>MGR263</td>
</tr>
<tr>
<td>Douglas College</td>
<td>Ethics for Career Development Practitioners Ethical Standards</td>
<td>CDPP 267, CDGI 561, CDGI 560</td>
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<tr>
<td>Concordia University College of Alberta</td>
<td>Ethical Practice in Counselling</td>
<td>S540</td>
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<tr>
<td>University of Calgary</td>
<td>Ethics for Professional Practice</td>
<td>ADL 213</td>
</tr>
<tr>
<td>Conestoga College</td>
<td>Professional Ethics, Interviewing and Counselling</td>
<td>CARD 1010</td>
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Pre-Approved Career Development Theories Course Providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Course Title</th>
<th>Course #</th>
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<tr>
<td>BCCDA</td>
<td>Career Development Theories</td>
<td></td>
</tr>
<tr>
<td>Life Strategies Ltd.</td>
<td>Career Development Foundations, Emerging Theories and Models</td>
<td></td>
</tr>
<tr>
<td>SFU Simon Fraser University</td>
<td>Career Development Theories and Code of Ethics</td>
<td>CPRA 105, CPRP 105</td>
</tr>
<tr>
<td>Kwantlen Polytechnic University</td>
<td>Career Practitioner Certificate</td>
<td>Equivalent to SFU CPRA 105 &amp; CPRP 105</td>
</tr>
<tr>
<td>Okanagan College</td>
<td>Foundations in Career Development</td>
<td>CF01</td>
</tr>
<tr>
<td>Okanagan College</td>
<td>Foundational Theories and Ethics in Career</td>
<td>MGR263</td>
</tr>
<tr>
<td>Institution</td>
<td>Facilitation</td>
<td>Course Codes</td>
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<tr>
<td>Douglas College</td>
<td>Models and Strategies, Models, Strategies and Theories, Career Development Theories, CDP Theories &amp; Ethical Standards</td>
<td>CDPP 750, CDPP 750, CDPP 268, CDGI 560</td>
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<tr>
<td>Concordia University College of Alberta</td>
<td>Theories of Career Development</td>
<td>C510</td>
</tr>
<tr>
<td>University of Calgary</td>
<td>Career Development Foundations</td>
<td>ADL 210</td>
</tr>
<tr>
<td>Conestoga College</td>
<td>Career Counselling and Development</td>
<td>CARD 1060</td>
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