**CRITERIA FOR APPROVAL OF EDUCATION PROGRAMS**

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| **Sufficiency Factor** | **Evidence** | **Criteria** | **Rationale** |
| 1) The program is delivered by a credible, stable and accountable institution subject to on-going review and reporting of program results in terms of program goals | The Education and Standards Subcommittee performs a review of information provided by the educational institution and by the Ministry of Advanced Education with respect to the approval process the institution and program have undergone as well as the process for continuing program evaluation. | **Criterion 1:**  To be approved for the purpose of CCDP designation, a program of study in Career Development must be delivered by a post-secondary institution accredited in Alberta.  **Criterion 2:**  To be approved for the purpose of CCDP designation, a program of study in Career Development must have undergone a formal approval process by the post-secondary institution and must have a continuing evaluation process to ensure on-going quality control. | Post-secondary institutions are stable, credible and have the capacity to deliver education programs. As opposed to programs offered by private businesses, it is less likely that a program offered by a post-secondary institution would be discontinued due to bankruptcy, sale of the business or death of the owner.  Post-secondary institutions have a credible and acceptable method of reporting student completion of courses and programs. Transcripts, Certificates and Diplomas bear the seal of the institution and the signature of the Registrar. This documentation is not easily falsifiable.  The Committee has gone to considerable lengths to review the Alberta government approval process as well as the institutional approval processes. The Committee has found that, unlike degree programs, Certificate programs are not standardized with respect to the level of government approval and academic rigour. The Committee does not have the capacity nor the resources to do a similar review of out-of-province career development programs and government approval processes. The Committee has therefore restricted its program approval to post-secondary institutions in the province of Alberta.  Note: CCDP applicants who have completed an out-of-province education program have the opportunity to demonstrate equivalency to the approved programs. |
| 2) The institution has clearly outlined the program learning outcomes and those outcomes are consistent with the knowledge and skills required of a CCDP | The educational institution provides the Education and Standards Subcommittee with documentation of its learning outcomes, its course descriptions and an outline of the competencies addressed in each course.  The Education and Standards Subcommittee performs a review of the program against the core competencies and areas of specialization identified in the Canadian Standards and Guidelines to determine whether the program addresses the appropriate content. | **Criterion 3:**  To be approved for the purpose of CCDP designation, a program of study in Career Development must demonstrate that the content of the program addresses the Core Competencies as set out in the Canadian Standards and Guidelines (CS&Gs) and that it is broad enough in scope to address content across the Areas of Specialization as identified in the CS&Gs. | The Canadian Standards and Guidelines define the competencies and scope of practice of career development professionals. By definition, therefore, the content of an educational program must address the CS&Gs to be considered an adequate career development program. |
| 3) The program is delivered at an appropriate academic level and student evaluation methods are sufficient | The Education and Standards Subcommittee performs a review of information provided by the educational institution respecting its admission requirements, method of student evaluation and transferability of courses to determine the academic level of the program.  If courses from a certificate program are transferable into a degree program, the Committee accepts this as evidence that the courses are delivered at the undergraduate level. | **Criterion 4:**  To be approved for the purpose of CCDP designation, a program of study in Career Development must be delivered at the minimum of the undergraduate level of university study. | Certificate programs are not standardized, but rather can be delivered at the professional development level, the continuing education level, the undergraduate level or the post-graduate level. Each of these levels is subject to varying admission requirements, methods of student evaluation and, therefore, academic rigour.  Programs delivered at the undergraduate level of university study use methods of student evaluation sufficient to satisfy the Committee that the student has learned the knowledge and skills required of a CCDP. |
| 4) The program can be considered equivalent to similar programs offered at other institutions.  Students are protected against the risk of discontinuation of the program. | The Education and Standards Subcommittee performs a review of information provided by the educational institution and by the Ministry of Advanced Education and Technology to determine portability or transferability of course credit. | **Criterion 5**:  To be approved for the purpose of CCDP designation, a program of study in Career Development must demonstrate that courses within the program are transferable to other approved programs of study in Career Development | The Committee believes that when it approves a program it makes a commitment to potential applicants that their program of study will be accepted for CCDP designation.  To protect potential applicants against the risk of discontinuation of any of the approved programs, the Committee requires assurance that courses are transferable to other approved programs.  Transferability of courses between programs is an indicator that the academic level and content of courses in the approved programs are roughly equivalent. |
| 5) Completion of the program results in granting a credential at the minimum of a Certificate level | The Education and Standards Subcommittee performs a review of information provided by the educational institution to determine sufficiency of the credential in terms of the depth, breadth and length of program | **Criterion 6:**  To be approved for the purpose of CCDP designation, a program of study in Career Development must require completion of a minimum of 19 academic credits at the undergraduate level or 12 academic credits at the graduate/post-graduate level must result in the granting of, at minimum, a Certificate in Career Development; 9 credits are required when a career development specialization is completed at a bachelor, master or post graduate level. | The Certificate programs offered by Alberta post-secondary institutions are not standardized in terms of length of program; however, the Committee is satisfied that all approved programs impart the knowledge and skills required of a CCDP. The shortest of the approved programs is 19 academic credits.  Note: For the purpose of reviewing and application where an applicant has completed an out-of-province program, the program will be considered equivalent if it is at minimum of the same length as the shortest of the approved programs, if it is delivered by an accredited post-secondary institution and if it addresses the content outlined in Criterion 3 at the academic level outlined in Criterion 4. If the Committee is uncertain with respect to equivalency, the applicant will be requested to complete a PLA process at one of the approved institutions. |