



Career Development Association of Alberta (CDAA) Membership and Certified Career Development Professional (CCDP) Designation

Frequently Asked Questions

January 2019

The Career Development Association of Alberta (CDAA) is a professional association governed by an elected volunteer Board of Directors. The association provides strategic leadership for the career development field by supporting practicing professionals who provide quality services. In support of lifelong career development, CDAA believes in:

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

Formally established in 1997, the Career Development Association of Alberta (CDAA) is the only professional association for career development and related practitioners in Alberta. The Career Development Association of Alberta (CDAA) is proud to be a founding member of the Canadian Council for Career Development (3CD), a self-initiated and self-funded umbrella group for career development associations and related partner groups from across Canada. The Career Development Association of Alberta (CDAA) has an active membership base of over 300 practitioners and a network of over 1,500.

In 2005 the Career Development Association of Alberta (CDAA) was the first province to introduce voluntary certification for career development practitioners – the Certified Career Development Professional (CCDP) designation. To date, over 300 career development practitioners have been granted the designation. The Career Development Association of Alberta (CDAA) paved the way for provinces including British Columbia, New Brunswick, Nova Scotia, and Ontario to subsequently implement voluntary certification programs and now make up, amongst other stakeholders, the Canadian Council for Career Development (3CD) Certification Working Group.

Please feel free to contact the Executive Director / Registrar, Paula Wischoff Yerama, at ed@careerdevelopment.ab.ca if you have additional questions regarding Career Development Association of Alberta membership or the Certified Career Development Professional (CCDP) designation.

Career Development Association of Alberta (CDAA) Membership:

1. I don't have formal education in career development, can I become a member of the Career Development Association of Alberta (CDAA)?

YES. Any individual working or studying in career development or a related profession is welcome, and encouraged, to become a member. In fact, anyone interested in career development or providing career development services as part of their employment is welcome, and encouraged, to become a member.

2. I'm not currently employed in a career development job, can I become a member of the Career Development Association of Alberta (CDAA)?

YES. Our members may be between career development jobs, volunteering in a career development capacity, taking career development courses, or providing career development services as part a different occupation (teacher, human resources professional, counsellor, coach, social worker, etc).

Did you know that the Career Development Association of Alberta (CDAA) has a mentorship program for those entering or new to the field? As a member of the association we can help connect you with someone who would be willing to mentor you.

3. Do I have to become a member of the Career Development Association of Alberta (CDAA) if I am working or studying in career development?

NO. Membership is strictly voluntary.

The Career Development Association of Alberta (CDAA) is Alberta's only professional association for career development and related practitioners and has over 300 active members.

Membership with the Career Development Association of Alberta (CDAA) includes:

- Member only pricing for all CDAA events
- Member only pricing for select non-CDAA events
- Eligibility for discounted professional and commercial general liability insurance
- Free subscription to CDAA's quarterly e-publication, Career Momentum
- Free subscription to CDAA's bi-weekly e-newsletter, Community Connector
- Weekly job posting notifications
- Opportunity to advertise in the CDAA Career and Employment Services Directory
- Opportunity to be nominated for CDAA Career Development Awards of Excellence ("Lifetime Membership", "Career Development Practitioner of the Year", or "Volunteer of the Year")
- Access to member only opportunities and resources through the CDAA website and member only emails
- Access to other CDAA member perks and benefits
- Promotion of own events/workshops/practitioner resources, free of charge, by providing a direct web link to the CDAA for inclusion in CDAA's bi-weekly e-newsletter, Community Connector

4. I'm preparing for retirement. Should I maintain my membership?

The association has a strong contingent of retired and retiring members who maintain their membership because the Career Development Association of Alberta (CDAA) is their community of practice and the Career Development Association of Alberta (CDAA)'s members are their community of people. Did you know that the Career Development Association of Alberta (CDAA) Alumni Member category was created for individuals working or studying in career development or a related profession and having held an active Career Development Association of Alberta (CDAA) membership for at least ten (10) years? Now you do! Please visit <https://www.careerdevelopment.ab.ca/join> for more information.

5. Do I have to pay to be a member of the Career Development Association of Alberta (CDAА)?

All professional associations have a membership fee. Membership fees support association operations including membership packages and benefits, member communications, website hosting, Board and committee operations, General Liability and Professional Liability Insurance, annual financial audit, event planning and registration support, and profession representation, collaboration, and sharing. Please visit <https://www.careerdevelopment.ab.ca/join> for more information about the various membership categories and benefits.

6. My employer won't pay for my membership so why should I?

For a little more than \$10.00 / month you can proudly display your membership certificate for your colleagues and clients to see, scroll through the bi-weekly Community Connector newsletter for up to date career development information, read enlightening and engaging Career Momentum articles, and register (at a discount) for Career Development Association of Alberta (CDAА) and non-Career Development Association of Alberta (CDAА) events.

7. I heard that you have to be "certified" to join the association?

NO. In fact, the opposite is true. To apply for the Certified Career Development Professional (CCDP) designation you must be a member of the Career Development Association of Alberta (CDAА).

Certified Career Development Professional (CCDP) Designation:

8. I completed a career development certificate / diploma program. Does that make me certified?

NO. A post-secondary certificate is different from certification. The Certified Career Development Professional (CCDP) designation is conferred on a Career Development Practitioner who:

- is a member in good standing of the Career Development Association of Alberta (CDAА)
- has demonstrated, through the Certified Career Development Professional (CCDP) application process, that they have met the requirements to use the title "Certified Career Development Professional" and "CCDP" after their name
- agrees to abide by the Career Development Association of Alberta (CDAА) Code of Ethics
- agrees to maintain active membership in the Career Development Association of Alberta (CDAА) for the certification period in order to use the Certified Career Development Professional (CCDP) designation
- authorizes the Career Development Association of Alberta (CDAА) Registration / Standards and Certification Committee to verify their employment and or education
- maintains their Certified Career Development Professional (CCDP) designation through a robust re-certification process

9. How do I qualify for the Certified Career Development Professional (CCDP) designation?

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.

Formal Education and Paid Employment Experience

A combination of formal education and paid employment experience have been identified as the minimum requirements for the Certified Career Development Professional (CCDP) designation. The Career Development Association of Alberta (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

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

1. 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

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*

Employment Pathway:

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

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

1. 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

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*

Complete details regarding the Certified Career Development Professional (CCDP) designation can be found in the Certified Career Development Professional (CCDP) Application Guide at <https://www.careerdevelopment.ab.ca/ccdpdesignation>.

10. How do I apply for the Certified Career Development Professional (CCDP) designation?

Please visit <https://www.careerdevelopment.ab.ca/ccdpdesignation> and reference the Certified Career Development Professional (CCDP) Application Guide for information about the application process.

11. Where can I get the required education to apply for the Certified Career Development Professional (CCDP) designation?

Since the launch of the Certified Career Development Professional (CCDP) designation in 2005 the Career Development Association of Alberta (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 Certified Career Development Professional (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. Due to these changes the Career Development Association of Alberta (CDAA) will no longer maintain a list of “pre-approved” education / training programs and courses but will, through the Canadian Council for Career Development (3CD) Certification Working Group, provide Career Development Practitioners interested in Career Development Practitioner education and training, with a [National Inventory of Career Development Education / Training Programs and Courses](#).

[Eligibility Standards for Career Development Practitioner \(CDP\) Education / Training Programs and Courses](#), whether delivered by an accredited post-secondary institution or a private training provider, have been established by the Career Development Association of Alberta (CDAA) and will assist those interested in applying for the Certified Career Development Professional Certified Career Development Professional (CCDP) designation with guidance regarding the selection of education / training programs and courses.