

BC

CDA

Career Development Association

BCCDA

AGENCY CERTIFICATION APPLICATION FORM 2018

BC Career Development Association

Address: Suite 728-510 West Hastings Street, Vancouver, BC V6B 1L8

Tel: 604-684-3638 **Email:** admin@bccda.org **Web:** www.bccda.org

Table of Contents

BCCDA – CERTIFIED CAREER DEVELOPMENT AGENCY – APPLICATION	2
INTRO: WHY SHOULD YOU BECOME BCCDA CERTIFIED AGENCY	2
SECTION 2: CERTIFICATION CRITERIA	2
SECTION 2: CERTIFICATION LEVELS	3
SECTION 3: PROCESSING FEES	3
SECTION 4: AGENCY CONTACT DETAILS	4
SECTION 5: BCCDA MEMBERSHIP	5
SECTION 6: EMPLOYEE/CONTRACTOR - NUMBERS	5
SECTION 7: CCDP CERTIFICATIONS	6-7
SECTION 8: NEXT STEPS	8
SECTION 9: AGENCY CERTIFICATION ANNUAL REVIEW PROCESS	8
SECTION 10: MAILING ADDRESS	9

BCCDA - Certified Career Development Agency - Application Form

Intro: WHY SHOULD YOU BECOME BCCDA CERTIFIED AGENCY

BCCDA Agency Certification makes it easy for Career Development Agencies to communicate CREDIBILITY, a high level of PROFESSIONALISM and ETHICAL STANDARDS to their clients and other stakeholders.

Certified agencies showcase a highly QUALIFIED workplace that is committed to excellence and continuous learning.

The certification provides agencies with PUBLIC RECOGNITION for meeting and exceeding the Career Development Industry standards.

BCCDA CERTIFIED CAREER DEVELOPMENT AGENCY:

- ✓ Communicates qualified workforce
- ✓ Benefits from increased industry recognition and credibility
- ✓ Has a competitive edge that strengthens funding proposals
- ✓ Advocates for further development of Career Development Industry
- ✓ Increases chances of attracting highly qualified and motivated workforce
- ✓ Increases its visibility with BCCDA's membership base
- ✓ Attracts more clients

Section 1: Certification Criteria

An Agency will become certified if meeting the following criteria;

- 1.) Has an active membership with BCCDA
- 2.) an appropriate processing fee
- 3.) 75% or more of client facing employees or contractors are either CCDP Certified, CCDP Candidates or they applied for CCDP Certification or CCDP Candidacy at least a day before submitting this application (further referred to as CCDP Applicant)

Section 2: Certification Levels

There are 4 different levels of certification based on the current qualifications of your client facing staff.

GOLD - 100 – 75 % of client facing employees or contractors is CCDP Certified

SILVER – Less than 75% up to 50% of employees or contractors are CCDP Certified. The rest of the certifications numbers are met via CCDP Candidate or CCDP Applicant

BRONZE – Less than 50% up to 25% of employees or contractors are CCDP Certified. The rest of the certifications numbers are met via CCDP Candidate or CCDP Applicant

BASIC – Less than 25% of employees or contractors are CCDP Certified. The rest of the certifications numbers are met via CCDP Candidate or CCDP Applicant

The qualifications and certification levels will be updated annually

Section 3: Processing Fees

- 1.) Large Agency - \$200
- 2.) Medium Agency - \$150
- 3.) Small Agency - \$100

Ways to pay:

- 1.) Online – please go to bccda.org and follow the instructions
- 2.) Cheque – Address the cheque to BC Career Development Association. Cheques can be mailed to BC Career Development Association, Suite 728-510 West Hastings Street, Vancouver, BC V6B 1L8. Please notify us at admin@bccda.org before mailing the cheque
- 3.) Cash – you can drop off the appropriate amount at BCCDA office from 9.30am to 4.30 pm Monday to Friday

Section 4: Agency Contact Details

a.) Agency Name

b.) Address

c.) Website

d.) Contact Person

e.) Contact Phone Number

f.) Email address

Section 5. BCCDA Membership

Is your agency an active member of BCCDA?

Yes

No

If your agency is not a member, please go to bccda.org and follow the instructions to acquire appropriate BCCDA agency membership. You can proceed with the application once your agency becomes a member of BCCDA.

Section 6. Employee/Contractor - Numbers

- a) Number of Employees ALL that provide client facing career development services (with or without certifications)
- b) Number of Contractors ALL that provide client facing career development services (with or without certifications)
- c) Total

Section 7. CCDP CERTIFICATIONS

Please provide the full names and job titles of your employees/contractors:

a.) CCDP Certified

NAME	JOB TITLE

Total CCDP Certified

b.) CCDP Candidate

NAME	JOB TITLE

Total CCDP Candidate

c.) CCDP Applicants

NAME	JOB TITLE

Total CCDP Applicants

Total

Section 8. NEXT STEPS

BCCDA ommittee will review your applications. If you meet the criteria, you will become BCCDA Certified Agency. You will be contacted regarding the certification decision within ten business days from the date of your application.

Certified agencies will be eligible to use the following BC Certifie Career Development Agency logo in their communication materials.



BCCDA is convinced that certifying your agency will demonstrate your qualifications and commitment to constant development of career practitioners who work in your organization and will contribute to their growth.

Section 9. AGENCY CERTIFICATION ANNUAL REVIEW PROCESS

BCCDA will require an annual status report. In order to keep your certification, you will be asked to;

- 1.) Keep active membership with BCCDA
- 2.) Update and re-submit the list of BCCDA certified employees/contractors. Based on the numbers of your CCDP staff you will be awarded Gold, Silver, Bronze or Basic Status
- 3.) Submit report on internal or external training opportunities for staff
- 4.) Submit report on CCDP candidate preferred job postings

The BCCDA AGENCY CERTIFICATION ANNUAL REPORT form will be posted on bccda.org. You will need to submit the form maximum a month before your certification anniversary date or not more than two weeks past your certification anniversary date. If you don't submit the report within requested timeframe, your certification will automatically expire.

Section 10. Mailing Address

Please, mail this application to:

BC Career Development Association

Address: Suite 728-510 West Hastings Street, Vancouver, BC V6B 1L8

Or send it by email to:

Email: admin@bccda.org (Subject – Agency Certification)