

Career Professionals of Canada

"working together for career success"



CAREER PROFESSIONALS OF CANADA

CERTIFICATION SELF-ASSESSMENT



This self-assessment document will:

- *Help you select the most appropriate certification for you.*
- *Enable you to assess your eligibility to apply for certification.*
- *Provide you with information on the process to apply for certification.*

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CPC CERTIFICATIONS



Career Professionals of Canada (CPC) is setting the Canadian standard for excellence in our profession. CPC certifications are professional credentials that validate and recognize the expertise of practitioners supporting clients in Canada:

- [Certified Career Strategist \(CCS\)](#)
- [Certified Work-Life Strategist \(CWS\)](#)
- [Certified Interview Strategist \(CIS\)](#)
- [Certified Employment Strategist \(CES\)](#)
- [Certified Résumé Strategist \(CRS\)](#)

You must have more than one year of experience in the certification subject matter area to be eligible for certification. You can obtain your CPC certification in one of two ways:

- *Course-based process* – Complete an approved course with CPC or with another institution. Your transcript and/or certificate of completion will be assessed by the CPC Certification Team.
- *Competency-based process* – Submit work product to CPC for evaluation and credit. Your work product will be evaluated by an assessor on the CPC Certification Team.

There is a one-time certification application fee. When you register, you will receive a comprehensive textbook (eGuide). Your eGuide is updated regularly and, if you remain a member with CPC, you'll receive free access to the newest edition each year.

Once you become certified, there are no recertification or renewal fees. All you need to do to keep your professional designation is to maintain your membership with CPC.

You can use CPC's certifications to enhance your visibility and credibility as a subject matter expert. When you receive these certifications, you can use the letters after your name. You can also use the logo on your résumé, business card, and website.



COURSE-BASED CERTIFICATION PROCESS (TAKE A COURSE)

The course-based route to certification is open to members of Career Professionals of Canada who have successfully completed one or more Career Development Practitioner (CDP) courses with CPC, or an equivalent university, college, or professional development program. Upon successfully completing an approved course, applicants will have fulfilled the requirements for the associated certification through the course-based program and be conferred their designation.

To apply for certification through the *course-based process*, you must be a registered professional member of CPC. You also must have a minimum of one year full-time (or equivalent part-time), paid, qualifying work experience in the subject matter area.

The following CPC courses prepare you to obtain your certifications:

- [CDP-101 Course](#) >> [Certified Career Strategist \(CCS\)](#)
- [CDP-102 Course](#) >> [Certified Work-Life Strategist \(CWS\)](#)
- [CDP-103 Course](#) >> [Certified Interview Strategist \(CIS\)](#)
- [CDP-104 Course](#) >> [Certified Employment Strategist \(CES\)](#)
- [CDP-105 Course](#) >> [Certified Résumé Strategist \(CRS\)](#)

If you have already taken and passed an approved course from another institution (minimum 45 hours), you can obtain your certification by submitting proof of completion (transcript/certificate).

When you are ready to submit (or would like pre-approval of your eligibility), email a copy of your course transcript or certificate of completion, along with a copy of your résumé. Send your documents directly to certification@CareerProCanada.ca. In the subject-line of your email, indicate which certification (CCS, CWS, CIS, CES, CRS) you would like pre-approved. Include the following statement in the body of your email: "I have reviewed and agree to comply with all directives outlined in CPC's Code of Professional Conduct."

Once you have achieved your certification, your designation is valid as long as you remain an active member of Career Professionals of Canada. There is no recertification fee.



COMPETENCY-BASED CERTIFICATION PROCESS (DO-IT-YOURSELF)

The competency-based route to certification is open to members of Career Professionals of Canada who apply for and pass an evaluation and assessment of a work product sample.

To apply for certification through the *competency-based process*, you must be a registered professional member of CPC. You also must have a minimum of one year full-time (or equivalent part-time), paid, qualifying work experience in the subject matter area.

You can apply for one or more of these certifications:

- [Certified Career Strategist \(CCS\)](#)
- [Certified Work-Life Strategist \(CWS\)](#)
- [Certified Interview Strategist \(CIS\)](#)
- [Certified Employment Strategist \(CES\)](#)
- [Certified Résumé Strategist \(CRS\)](#)

When you apply through the *competency-based process*, you will receive the associated textbook (eGuide). You have a full year to study the eGuide and complete the application process by submitting your own work product for evaluation. Please follow the detailed checklist for your submission found in Part 5 of the eGuide.

When you are ready to submit your work product for evaluation, email it to certification@CareerProCanada.ca, along with a copy of your current résumé. In the subject-line of your email indicate which certification (CCS, CWS, CIS, CES, CRS) you are submitting for. Include the following statement in the body of your email: "I have reviewed and agree to comply with all directives outlined in CPC's Code of Professional Conduct."

To pass the testing process, you must achieve a grade of 80% or more on the evaluation of your case study. You will be notified of your status within four weeks of your submission.

Ethics and integrity are of the utmost importance. Failure to adhere to *CPC's Code of Professional Conduct* will be considered an automatic fail in CPC's certification application process.

If you are unable to achieve your certification on the first try, you may resubmit a new application for a fee. You are limited to two re-submission attempts. Upon second submission, the highest grade that you may receive is 85%.

Once you have achieved your certification, your designation is valid as long as you remain an active member of Career Professionals of Canada. There is no recertification fee.



CERTIFIED CAREER STRATEGIST (CCS)

STEPS TO CCS CERTIFICATION



This program is open to CPC members with a minimum of 1 year full-time (or equivalent part-time), paid, qualifying work experience in *career development*.

Eligibility for the CCS through the *course-based* process is based on the successful completion of one of the following:

- Completion of the Career Development Foundations Course (CDP-101) through CPC.
- Attainment of the Certified Career Development Professional (CCDP) certification through a recognized provincial accreditation body.
- Equivalent prior learning in the areas of *Career Development Ethics* and *Career Development Theory*. Equivalency is determined based on the subject, duration, and minimum grade achieved, as outlined below.

Required Coursework: CDP-101E		Required Coursework: CDP-101T
Minimum Grade: 80%		Minimum Grade: 80%
Minimum 15 hours learning in Career Development Ethics.		Minimum 30 hours learning in Career Development Theory.

Eligibility for the CCS through the *competency-based* process is based on submitting and passing an evaluation and assessment of a case study (work product sample). You must illustrate ten key concepts discussed in the Canadian Career Strategist eGuide. An independent assessor will evaluate your case study using a grading form with a uniform set of standards.



CERTIFIED WORK-LIFE STRATEGIST (CWS)

STEPS TO CWS CERTIFICATION



This program is open to CPC members with a minimum of 1 year full-time (or equivalent part-time), paid, qualifying work experience in *work-life coaching or consulting*.

Eligibility for the CWS through the *course-based* process is based on the successful completion of one of the following:

- Completion of the Work-Life Coaching Course (CDP-102) through CPC.
- Equivalent prior learning in the areas of *work-life*, including *mental health and wellness*, *foundational life-skills*, and *career management skills*. Equivalency is determined based on the successful completion of learning no less than 45 hours in duration and minimum grade achieved, as outlined below.

Required Core Coursework	+	Required Supplemental Coursework
Minimum Grade: 80% Between 30 and 35 hours of learning in one or more of the following subjects is required: <ul style="list-style-type: none"> • Mental Wellness • Life-Skills Coaching • Career Management 		Minimum Grade: Course Completion A minimum of 15 hours of learning in one or more of the following subjects is required: <ul style="list-style-type: none"> • Counselling Skills • Trauma-Informed Counselling • Diversity & Inclusion • Human Rights

Eligibility for the CWS through the *competency-based* process is based on submitting and passing an evaluation and assessment of a case study (work product sample). You must illustrate ten key concepts discussed in the Canadian Work-Life Strategist eGuide. An independent assessor will evaluate your case study using a grading form with a uniform set of standards.



CERTIFIED INTERVIEW STRATEGIST (CIS)

STEPS TO CIS CERTIFICATION



This program is open to CPC members who have a minimum of 1 year full-time (or equivalent part-time), paid, qualifying work experience in *interview coaching*.

Eligibility for the CIS through the *course-based* process is based on the successful completion of one of the following:

- Completion of the Interview Coaching Course (CDP-103) through CPC.
- Equivalent prior learning in the areas of *employment interviews*, including *behavioural and situational interviewing techniques, recruitment and selection techniques, Canadian legal considerations, and coaching and client development*. Equivalency is determined based on the successful completion of learning no less than 45 hours in duration and minimum grade achieved, as outlined below.

Required Core Coursework	+	Required Supplemental Coursework
Minimum Grade: 80% Between 30 and 35 hours of learning in one or more of the following subjects is required: <ul style="list-style-type: none"> • Employment Interviews • Recruitment and Selection 		Minimum Grade: Course Completion A minimum of 15 hours of learning in one or more of the following subjects is required: <ul style="list-style-type: none"> • Counselling / Coaching / Mentorship • Organizational Behaviour • Human Communications • Emotional Intelligence • Employment Law: Human Rights Code

Eligibility for the CIS through the *competency-based* process is based on submitting and passing an evaluation and assessment of a case study (work product sample). You must illustrate ten key concepts discussed in the Canadian Interview Strategist eGuide. An independent assessor will evaluate your case study using a grading form with a uniform set of standards.



CERTIFIED EMPLOYMENT STRATEGIST (CES)

STEPS TO CES CERTIFICATION



This program is open to CPC members who have a minimum of 1 year full-time (or equivalent part-time), paid, qualifying work experience in *employment consulting*.

Eligibility for the CES through the *course-based* process is based on the successful completion of one of the following:

- Completion of the Employment Consulting Course (CDP-104) through CPC.
- Equivalent prior learning in the areas of *career transition, employment strategy, and the work search process*, including *marketing planning and theory, social media, and networking*.

Equivalency is determined based on the successful completion of learning no less than 45 hours in duration and minimum grade achieved, as outlined below.

Required Core Coursework	+	Required Supplemental Coursework
Minimum Grade: 80% Between 30 and 35 hours of learning in one or more of the following subjects is required: <ul style="list-style-type: none"> • Job Search Techniques • Career Transition Consulting 		Minimum Grade: Course Completion A minimum of 15 hours of learning in one or more of the following subjects is required: <ul style="list-style-type: none"> • Counselling / Coaching / Mentorship • Organizational Behaviour • Labour Market Information • Labour Economics

Eligibility for the CES through the *competency-based* process is based on submitting and passing an evaluation and assessment of a case study (work product sample). You must illustrate ten key concepts discussed in the Canadian Employment Strategist eGuide. An independent assessor will evaluate your case study using a grading form with a uniform set of standards.



CERTIFIED RÉSUMÉ STRATEGIST (CRS)

STEPS TO CRS CERTIFICATION



This program is open to CPC members who have a minimum of 1 year full-time (or equivalent part-time), paid, qualifying work experience in *résumé development*.

Eligibility for the CRS through the *course-based* process is based on the successful completion of one of the following:

- Completion of the Advanced Résumé Writing Course (CDP-105) through CPC.
- Equivalent prior learning in the areas of *Canadian résumé writing, business communications, marketing, Canadian English grammar, and graphic design*. Equivalency is determined based on the successful completion of learning no less than 45 hours in duration and minimum grade achieved, as outlined below.

Required Coursework	Required Supplemental Coursework
Minimum Grade: 80% Between 30 and 35 hours of learning in Résumé Writing.	Minimum Grade: Course Completion A minimum of 15 hours of learning in one or more of the following subjects is required:
	<ul style="list-style-type: none"> • Business Communications • English Grammar • Professional Writing • Editing • Graphic Design • Marketing

Eligibility for the CRS through the *competency-based* process is based on submitting and passing an evaluation and assessment of your *résumé* sample (work product sample). You must illustrate all key concepts discussed in the Canadian Résumé Strategist eGuide. An independent assessor will evaluate your *résumé* submission using a grading form with a uniform set of standards.



HOW TO GET STARTED

NEW MEMBER

1. If you have determined that you may be eligible for a certification, [join membership and apply for your certification](#).
2. After you have paid, e-mail a copy of your course transcript, certificate of completion, or work product, along with a copy of your résumé, directly to Certification@CareerProCanada.ca.

ALREADY A MEMBER?

1. If you have determined that you may be eligible for a certification, [apply for it now](#).
2. After you have paid, e-mail a copy of your course transcript, certificate of completion, or work product, along with a copy of your résumé directly to Certification@CareerProCanada.ca.

NEED PRE-APPROVAL?

After completing your self-assessment, if you have determined that you may be eligible for certification, you may request pre-approval of your eligibility for the course-based process. Email a copy of your course transcript and/or certificate of completion, along with a copy of your résumé directly to Certification@CareerProCanada.ca. In the subject-line of your email indicate which certification (CCS, CWS, CIS, CES, CRS) you would like pre-approved.

