



NEW BRUNSWICK  
CAREER DEVELOPMENT ACTION GROUP

GROUPE D'ACTION EN DÉVELOPPEMENT  
DE CARRIÈRE AU N.-B.

## Certification Criteria for Career Development Practitioners Offered by the New Brunswick Career Development Action Group (NBCDAG)

***Please Note:** If a candidate is in possession of a valid Career Development Certification from another Province or possesses a certificate as an Educational and Vocational Guidance Practitioner (EVGP) offered by the International Association for Educational and Vocational Guidance (IAEVG), NBCDAG Certification will automatically be granted once the proof of this certification is provided. The initial application fee will be \$75 instead of \$150 in these cases.*

Certification Criteria Category	Criteria
<b>Minimum formal education and previous experience</b>	<p>A Masters degree in a Social Sciences field with a minimum of 1 year work experience (1750 hours) in a Career Development field within the past 3 years</p> <p style="text-align: center;">OR</p> <p>A bachelor degree in the Social Sciences field with 2 years work experience in a Career Development field (3500 hours) within the past 4 years</p> <p style="text-align: center;">OR</p> <p>A bachelor degree (in a non-Social Sciences field) with 3 years work experience in a Career Development field (5250 hours) within the past 5 years</p> <p style="text-align: center;">OR</p> <p>A Diploma/Certificate in Career Development with 3 years work experience in a Career Development field (5250 hours) within the past 5 years. The Certificate/Diploma must be obtained from a recognized Post-secondary institution.</p>
<b>Employment Pathways</b>	<p>Certification will be granted to those who do not meet the minimal educational requirements listed above IF all the conditions below are met:</p> <ul style="list-style-type: none"> <li>• The Candidate is currently employed in the Career Development field (or was employed within the past year) <u>AND</u></li> <li>• The Candidate has 6 years (10,500 hours) of experience in the Career Development field,</li> <li>• All other certification criteria are met.</li> </ul>
<b>Compulsory Training</b> <i>(Please see</i> <b><u><a href="#">"GUIDE TO COMPULSORY COURSES FOR CERTIFICATION"</a></u></b> <i>)</i>	<p><b>Alternative 1</b></p> <p>If you have taken the Post-Secondary Education, Training and Labour (PETL) / Canadian Career Development Foundation (CCDF) training, you have to demonstrate successful completion of the following four courses to meet NB certification requirements:</p> <p><b>Career Development Theories (111)</b></p>

	<p><b>Career Development Process (121)</b>  <b>Ethical Practice in Career Development (411)</b>  <b>ONE of the following options (141- Using Labour Market Information in Employment Counselling, 151- Facilitating Client Learning, 211- Assessment Instruments OR 311- Work Search)</b></p> <p><b>Alternative 2</b>  If you DO NOT have the previous courses from PETL/CCDF, you need <b>4 courses in career development</b>:</p> <ul style="list-style-type: none"> <li>- <b>1 Career Development Theory course;</b></li> <li>- <b>1 Counselling/Career Development Process course (Practice of counselling skills)</b></li> <li>- <b>1 Counselling/Career Development Ethics course (OR at least 10 hours of Ethics within another Counselling/Career Development course); and</b></li> <li>- <b>1 Career Development Elective</b></li> </ul> <p><b>It is the responsibility of the applicant to demonstrate that the course meets the following requirements for certification:</b></p> <ul style="list-style-type: none"> <li>• <b>Course is a minimum of 20 hours (10 hours for an ethics course)</b></li> <li>• <b>Course has an evaluation component with a final grade</b></li> </ul>
<p><b>Membership in a Professional Career Development Association</b></p>	<p>Membership fee is due along with the Certification Application fee (unless you are currently a member).</p>
<p><b>Professional Development Requirement for Certification Renewal</b></p>	<p>Every three years, when certification renewal is required, candidates will have to demonstrate the following minimum professional development in the Career Development field.</p> <p>3 days/24 hours per 3 year period  (Please see <a href="#">“NBCDAG Certification Renewal Criteria - Career Development Practitioner”</a>)</p>
<p><b>Ethical Practice</b></p>	<p>o The candidate must certify that you have not been convicted of a criminal offence for which a pardon has NOT been granted AND that would have contravened the Code of Ethics of the Canadian Standards and Guidelines for Career Development Practitioners</p>
<p><b>Residency</b></p>	<p>Candidate must indicate that they fall in one of the following categories:</p> <ul style="list-style-type: none"> <li>o You are currently employed in the Province of New Brunswick</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>o You are employed in more than one Province, and I reside in the Province of New Brunswick</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>o You are currently not employed in the Career Development field, but I intend to work in the Province of New Brunswick</li> </ul>

<b>Revocation</b>	<p>Your certification may be revoked if:</p> <ul style="list-style-type: none"> <li>• You fail to maintain membership in NBCDAG</li> <li>• You fail to maintain active status as a Certified Career Development Practitioners through recertification at the required time</li> </ul> <p>You provide false or misleading information</p>
<b>Ethical Practice</b>	<p>Candidates must agree to abide by the <a href="#">“Code of Ethics”</a> of the Canadian Standards and Guidelines for Career Development Practitioners</p>
<b>“Provisional” Certification</b>	<p>“Provisional” certification can be granted for a three year period if the candidate possesses all the requirements for Certification except for the required work experience. This does not apply to the “Grandfathering” criteria. Once the candidate has the required experience, he/she may apply for full certification.</p>
<b>Certification Application and Renewal Fee</b>	<p>Membership fee (plus tax):</p> <ul style="list-style-type: none"> <li>o \$50 NBCDAG Membership (year one)</li> <li>o \$150 NBCDAG Membership (3 years - length of certification)</li> </ul> <p>Certification Application Fee (plus tax):</p> <ul style="list-style-type: none"> <li>o \$150 Certificate Application Fee</li> <li>o \$75 Certificate Application Fee (Canadian Certified Counsellors with CCPA)</li> <li>o \$75 Certificate Application Fee (IAEVG/EVGP Certificate holder, or holder of Certification from another Province)</li> </ul>

**Please note:** Every year you will be reminded to renew your membership with NBCDAG to maintain your Certification. After 3 years, you will be notified that you must apply to renew your Certification by meeting the **renewal criteria**. Please note there is a \$75.00 renewal fee after 3 years.