



Application Guidelines and Checklist

Career Development Practitioner Certification

- **Please ensure that you have fully completed the section on “Personal Identification”.**

I have included my personal identification: name, address, phone and email.

- **If you are applying with valid Certification from the International Association for Educational and Vocational Guidance (IAEVG), or Career Development Certification from another province, please enclose a copy of your certificate.**
- **If you are applying with a valid Certificate from the Canadian Counselling and Psychotherapy Association (CCPA), please enclose a copy of the certificate to allow you to take advantage of the reduced Certification fee.**

I have included a copy of my valid IAEVG Certification, or my CD Certification from another province (if applicable).

I have included a copy of my CCPA Certification (if applicable).

- **Please enclose a copy of the applicable certificate, diploma or degree to satisfy the educational requirement. If the document does not clearly state the discipline, please enclose a transcript of courses successfully completed. *This does not apply to those who are applying under the Grandfathering clause.***

I have included proof of my education level.

- **Please enclose a letter signed by your current or most recent employer in the career development field. This letter should indicate your occupational title as well as your number of years experience in the CD field.**
- **Please also enclose a copy of your résumé.**

I have included proof of my employment in a career development field including the length of that employment and I have included my resumé.

- **If you are applying with the suite of the Post Secondary Education, Training and Labour and the Canadian Career Development Foundation courses, please enclose a copy of the certificate indicating successful completion of the required courses. If you need a copy of the required PETL issued certificate(s), please request a copy from Jon Fairweather (jon.fairweather@gnb.ca) indicating for which course(s) you require a certificate, and the date you attended the course(s). A copy of emails from CCDF indicating successful completion of the required courses will also be satisfactory. Please see “[Guide to Compulsory Courses](#)”)**
- **If you are applying with four career development courses coming from another organization or institution, please enclose a course description that clearly specifies the objectives of the course, the duration of the course and the format of evaluation used. Please provide proof of successful completion with a transcript, certificate or note from instructor.**
 - I have included proof of the compulsory training required.
 - **For PETL/CCDF Courses, the requirement is a certificate of completion, or note from CCDF**
 - For other courses, requirements are a course description, duration, evaluation format, proof of successful completion (transcript, certificate, etc)

I certify that I 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.

Please include your residency status:

I am currently employed in the Province of New Brunswick.

Or

I am employed in more than one Province, and I reside in the Province of New Brunswick.

Or

I am currently not employed in the Career Development field, but I intend to work in the Province of New Brunswick.

I understand my certification may be revoked if:

- *I fail to maintain membership in NBCDAG;*
- *I fail to maintain active status as a Certified Career Development Practitioner through recertification at the required time.*
- *I provide false or misleading information.*

I have reviewed and indicated my commitment to abide by the [Code of Ethics](#).

- **Please indicate that you are a current member of NBCDAG, or enclose the required membership fee.**
- **Please indicate in Section 5 which fees you are enclosing.**
- **Please submit a cheque for the applicable fees. If you wish to pay by credit card, please contact nbcdag-gadcnb@rogers.com and indicate the purpose of the email in the subject line.**

I have indicated that I am a current member of NBCDAG, or I am paying for NBCDAG membership.

I have enclosed the applicable certification fees.

• **Please sign and date the application.**

I have signed and dated the application form.