



Instructions for Completing the Application

NB Certified Career Development Practitioner

Before filling out your application please review the following documents on the website:

- [Changes to Certification Criteria \(September 2015\)](#)
- [Certification Overview for NB Certified Career Development Practitioner](#)
- [Benefits of Certification](#)
- [Certification Criteria for Career Development Practitioners](#)
- [Guide to Compulsory Courses](#)
- [Instructions for Completing the Application](#)
- [Checklist for Application](#)
- [Application for Certification](#)
- [Code of Ethics](#)
- [Renewal Criteria](#)

Instructions to Complete and Submit Your Certification Application:

- Go to the 'Application for Certification' page on the NBCDA website.
- Click "Download File." This will open a new tab in your browser with the application form.
- Download the application from the webpage to your computer by clicking the download symbol in the top right corner of the page. You can also print the application from this page, if you wish to do so.
- Complete the application and save it to your computer.
- Upload the completed file on the 'Application for Certification' page on the NBCDA website. This is also where you will upload any supporting documents.
- Click "Submit."

Applications are also accepted by mail. Please download the application file and complete it. Print the completed application form and mail it, along with any supporting documents to the address below.

New Brunswick Career Development Association
2701 Route 102 Highway
Lincoln, NB
E3B 7E4

What happens after I send my application?

- You will receive a confirmation message that your application has been submitted, and a notification of when your application will be reviewed. *Note that the review committee only meets every three months.*
- You will be notified by email if further documentation is required to complete your application.
- You will be contacted by email if the review committee has any questions.
- If your application is approved, you will receive your Certificate by regular mail.
- If your application is not approved, you will receive email correspondence indicating the reason. You may dispute this reason by contacting NBCDA @ nbcdag-gadcnb@rogers.com