



**Douglas
College**

Faculty of Child, Family & Community Studies
Continuing Education

Career Development Practice Certificate Program PART-TIME

January 2012 – July 2012

CDP Certificates offered at Douglas College

1. Career Development Practice (part time)
2. Career Development Practice Advanced (part time)

Several versions of this document are distributed with updated information – while we aim for accuracy, in the event that you have an outdated version, information on our website and on your registration receipt will be considered correct.

Please check our website for updates and please check your receipt.
Thank you for your understanding.

Although every attempt has been taken to make this document as accurate as possible, change, revisions and updates may occur. Douglas College reserves the right to make any changes to its programs and courses. Please refer to the website for the most updated information.

PJ₂₀₁₂

November 2, 2012

WELCOME Prospective CDP Students

These and other questions will be addressed at the Information Session:

*What is a career development practitioner?
What does a career development practitioner do?
What are my job prospects?
How much will the program cost?
Which courses do I need to take?
How much homework is there?*

CDP Certificate Programs Information Session

November 22, 2011

5:30 pm

Douglas College New Westminster Campus

Room 2217

Contact Jen Tassé to reserve a seat 604 527 5479 or CFCSCE@douglascollege.ca

Contact the CDP Team:
Dr Cheryl Jeffs, Director
jeffsc@douglascollege.ca

Jen Tassé, Program Assistant
604 527 5479
CFCSCE@douglascollege.ca

Registration and/or Request Transcripts
604 527 5472

Douglas College
Faculty of Child, Family & Community Studies
Continuing Education
PO Box 2530 (700 Royal Avenue)
New Westminster BC V3L 5B2
Tel: 604-527-5479

www.douglascollege.ca/ce/cfcs

Career Development Practice Certificate (CDP) Program

Part time Program Guide

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Faculty of Child, Family & Community Studies
Continuing Education

Career Development Practice Certificate (CDP) Program Part time Program

Introduction & Welcome

Welcome to Douglas College! We wish you success in your studies and future goals.

The Career Development Practice Certificate Program provides training for new practitioners and people currently working in the career, employment, and rehabilitation fields.

You will develop career practitioner competencies, knowledge, skills and attitudes necessary to work effectively with a diverse client population. Students will learn techniques to work with both individuals and groups and how to use assessment tools and technology. Labour market trends, career transitions, resource materials, the Canadian Standards and Guidelines and the Blueprint for Life Design are part of the program content.

Douglas College Values

These guiding principles shape the Douglas College learning community and govern our decision-making.

We believe:

- that students are our primary focus.
- in fostering a dynamic, accessible and supportive teaching and learning environment that prizes excellence and innovation. We value creative and critical thinking and the will to challenge and be challenged.
- in honoring the contribution and worth of all individuals. We welcome diversity with its rich complexity and believe that all voices need to be heard.
- that it is our duty to be thoughtful and caring stewards of the personal, physical and fiscal resources entrusted to us. We practice social, environmental and community responsibility.
- that intellectual growth and exploration inspire well-rounded, responsible and contributing citizens. We invite everyone into the excitement and curiosity of learning.
- in the power of dreams and in the power of education to make them come true.

Career Development Practice Programs Educational Philosophy

*"To challenge students, to provoke new ways of thinking, to make students uneasy with what they have taken for granted. **Education** should engage students in a dialogue in which both teacher and student are partners in learning. The measure of success is...intellectual growth. This can be a difficult and unsettling process..."* (Turk, J. 2000, p. 6). "and well worth the effort!" Dr Cheryl Jeffs

Definitions

From Cumming, K. and Smith C. (2005). *Common Career Language: Matrix Companion*
<http://www.careerdevelopment.ab.ca/matrix/companion.pdf>

- **Career:** Career is a life management concept that involves the balance of paid and unpaid work, learning, and personal life roles. Careers are unique to each person and are dynamic, unfolding throughout life.
- **Career Development:** Career development is the lifelong process of managing roles and transitions, with the goals of achieving balance in one's present, and moving towards a preferred future.
- **Practitioners:** Identify their role within a continuum of service that is accountable, responsive and respectful of clients. Services must be responsive to consumer need at varying stages of their life/work transitions, and focused on more than employment/education/self-employment outcomes.

Career development is an umbrella term that may include at least the following:

- Career education
- Career counselling
- Employment counselling
- Human resource development
- Training in employment skills
- Training in personal, but job-related areas, such as job-search, interviewing, self-exploration, time management and anger management, entrepreneurship
- Community rehabilitation

Career development is provided in a variety of settings. These settings include schools, post-secondary institutions, private vocational colleges, community-based agencies, private practitioners, federal and provincial government departments, aboriginal communities, organizations like WorkSafe, private agencies, human resources departments in larger businesses, and joint labour-business partnerships.

From Canadian Standards and Guidelines for Career Development Practitioners: *Snapshot*. http://www.career-dev-guidelines.org/career_dev/

CDP Certificate & CDP Certification: Explained

A CDP CERTIFICATE and CDP CERTIFICATION are *not* the same thing. Although they might sound the same they are essentially different. The following chart is a snapshot of the two concepts in British Columbia.

CERTIFICATE is a College Credential

CERTIFICATION is a professional designation

- Douglas College CDP CERTIFICATE: www.douglascollege.ca/ce/cfcs
- BC Career Development Association: CERTIFICATION (CCDP): www.bccda.org

BC Career Development Association has pre approved Douglas College's Ethics and Theories courses for CCDP.

 <p>Douglas College</p> <p>CERTIFICATE</p>	 <p>CERTIFICATION</p>
<p>Offered by: Douglas College</p> <p>College Credential: CERTIFICATE</p> <p>Career Development Practice CERTIFICATE Programs</p> <ol style="list-style-type: none"> 1. Career Development Practice Certificate Part time 2. Career Development Practice Advanced Certificate <p>Application for Admission required (except Advanced Certificate) Course Tuition & Books/materials fees</p> <p>Contact: Phone: 604 527 5479 Email: CFCSCE@douglascollege.ca www.douglascollege.ca/ce/cfcs</p>	<p>Offered by: BC Career Development Association (BCCDA)</p> <p>Professional Designation: CERTIFICATION Certified Career Development Practitioner (CCDP)</p> <p>Application & fees required.</p> <p>CCDP Certification Application: Requires transcripts, competencies, documentation, etc.</p> <p>Contact: Phone: 778-228-9401 Email: info@bccda.org www.bccda.org</p>

Other Related Professional Designations

Canadian Professional Designation

The Vocational Rehabilitation Association (VRA) of Canada is a national organization that supports and advocates for a wide variety of Vocational Rehabilitation professionals. Membership is open to professionals who deliver vocational rehabilitation services that help individuals with impaired work capacity to improve their quality of life.

DESIGNATION: Registered Rehabilitation Professional (RRP)

Most of Douglas College's CDP courses are pre approved by VRA.

Information and Application details:

www.vracanada.com

Alberta Certification

The Career Development Association of Alberta offers the CCDP: Certified Career Development Professional designation.

Information and Application details:

www.careerdevelopment.ab.ca

Global Certification

Global Career Development Facilitator (GCDF) is a career development facilitation certification that has assumed an international perspective.

Graduates of the Douglas College Career Development Practice Certificate program can apply for international certification as a Global Career Development Facilitator.

Information and Application details:

<http://www.cce-global.org/GCDF>



Douglas College

Faculty of Child, Family & Community Studies
Continuing Education

Career Development Practice Certificate (CDP) Program

Courses & Tuition Fees

1. *Ethics for Career Development Practitioners (10 hrs) \$195
 2. Resumes and Cover Letters (13 hrs) \$205
 3. Introduction to Career & Employment Counselling (30hrs) \$425
 4. *Theories, Models & Strategies (30 hrs) \$425
 5. Career Decision Making (30hrs) \$425
 6. Career Transition Management (30hrs) \$425
 7. Group Employment Counselling (30hrs) \$425
 8. Introduction to Vocational Rehabilitation (30hrs) \$425
- Elective Course: One (1) required but take both
9. Labour Market Information (30hrs) \$425
- Or
- Instructional Skills Workshop (30hrs) \$425

Total CDP Part-time Program Tuition \$3,375 (receipts issued for income tax purposes)

Tuition can be paid course by course or several courses at a time.

Courses fill up fast. Register as soon as you can.

Approx \$500 textbooks and materials: Textbooks, Assessment Materials and Course packages.
\$100 supplies (paper, pens, binders, etc.)



Douglas College

Faculty of Child, Family & Community Studies
Continuing Education

Frequently Asked Questions (FAQ)

Career Development Practice (CDP) Certificate Program

Educational Institution Name: Douglas College

Program Name: Career Development Practice Certificate Program, Faculty of Child, Family and Community Studies, Continuing Education

Location: New Westminister BC (700 Royal Avenue)

Director/faculty: Dr Cheryl Jeffs, jeffsc@douglascollege.ca

Program Assistant: Jen Tassé, 604 527 5479, CFCSC@douglascollege.ca

Douglas College Campus: Modern, post-secondary institution with the latest in technology and classroom facilities. Amenities include, Bookstore, Cafeteria, Library, A/V Services, Computer Labs (free printing), Learning Centre, Student Resource Centre, First Nations Students Services, Parking and one block from New Westminister Skytrain station.

Official credential: Douglas College Certificate of Completion

Dress code: Appropriate for college attendance

Class hours: varies - evenings/weekends and on-line. The College is closed all Statutory holidays.

Program Start/End Dates (**see current schedule for exacts dates and times**):

No of Students per class: Approx twenty (25)

Instructor/Student Ratio: 1 to 25

Part time Tuition: \$3,375

Additional Costs: Textbooks/Course Packages approx \$500. Supplies paper, binders, etc approx \$ 100 ESTIMATES ONLY

Private Career Training Institutions Agency (PCTIA) accreditation: Douglas College is a public post-secondary institution, therefore, not required to be PCTIA accredited.

Practicum: Optional, 70 hours (typically 2-3 weeks in duration). CDP Part time students are not required to take a Practicum to graduate. Practicum requests are considered.

Practicum arrangements: The school and student arrange the practicum together and agree on the site and time. Ideally, the Practicum occurs near the completion of the program.

Practicum requirements: Instructor approval to attend practicum is required. Students are expected to abide by Douglas College and Agency policies and procedures

Names & Phone numbers of graduates who have graduated from the CDP Program: Available upon request. Visit our website for student success stories.

Instructors' qualifications: All instructors have master's degrees and are career development practitioners; several have the CCDP designation. The Douglas College CDP instructional team was awarded the Excellence Award by the BC Career Development Association and one instructor received the Career Development Practitioner of the Year Award in 2011.

Instructors' qualifications can be verified by the CDP Program Director. All instructors' biographies are posted at www.douglascollege.ca/ce/cfcs

Job Placement: Douglas College has a full service Career Resource Centre and Career Counsellors.

Job Placement: Statistics through student surveys; assistance is available throughout the program and following completion; overall, 85% of our students find work during or immediately following the program; besides career counselling, current job postings are distributed to students and there are job posting bulletin boards in the College.

Class format: All classes are lead by instructors. It is expected and required that students be self-directed in their studies and responsible for their learning.

Upgrading courses: A CDP Advanced Certificate program is available. Students can take one or two courses as upgrading or all for another certificate. Ongoing courses and workshops are offered and can be used as upgrading, such as Leadership Development, JCLT, Personality Dimensions, and the Employment Specialist Series.

Grades: Students are evaluated and awarded grades. If students do not satisfactorily complete the course requirements they fail the course. Students who fail a course have to pay again for the course and repeat the course content.

Extra tutorial time: For help with writing, research and study skills, Douglas College has a learning centre for students and numerous on-line resources and assistance.

Program Format: Each course is taught consecutively. Courses consist of a combination of in class, on campus and online. Your instructor will advise you of the schedule.

Curriculum and courses are not negotiable.

Computer/Internet Access: Students must have computer and internet access. Computer labs and free printing are available in the Douglas College student computer labs.

Training Location: All courses are held at the Douglas College New Westminster BC Campus, 700 Royal Avenue. Several of the courses require an on-line component. Practicum is off campus.

How long has the College been established? Douglas College was established in 1970 under the College and Institute Act. The Career Development Practice Program was established in 1993 and has been continually revised/updated. An active Program Advisory Committee (PAC) provides guidance regarding program currency, relevancy and integrity. Douglas College's Educational Council and College Board govern the assurance of quality educational programs.

Attendance policy: There is a strict attendance policy and students are expected to attend 100% of all classes.

Refund policy: Refunds will be issued when requested three (3) working days in advanced (minus an administration fee). Some exception may apply (JCLT requires 5 working days notice). Please check with the Program. College refund policies are available at www.douglascollege.ca/ce

How do I pay tuition? You can pay course by course or for several courses at a time.

If your agency is paying for your tuition and/or books/materials and requests an invoice, please see the Authorization to Invoice (course) and Authorization to Invoice (books) on our website, or ask the Registration Office for details.

CDP Certification: Douglas College courses have been pre-approved by the BC Career Development Association (BC CDA) towards the Certified Career Development Practitioner designation (CCDP). www.bccda.org

Douglas College Credential: Upon successful completion of the program Douglas College awards a Certificate.

Best wishes for success in your studies and career.

The Douglas College CDP Team.

Entrance Requirements

Currently working in the field of career, employment or rehabilitation

OR

A college or university diploma or degree in a related field

OR

One year of paid or voluntary work in a human service field related to working with clients/customers

PLUS

Demonstrated interest and experience in human services and/or customer service/sales/management (transferable skills)

Suitability for working in an employment services environment

Good oral and written knowledge of English.

How to Apply to the Career Development Practice Program

1. Attend a program information session or speak with the Program Director.
2. Submit a completed Program Admission Application and indicate you are applying for the Career Development Practice Part time Program and include:
 - a. A resume and copies of credentials, certificates and/or transcripts. Relevant experience for this program includes human services, customer service, management, leadership, sales/marketing.
 - b. One letter of reference from an employer and/or supervisor (paid or volunteer work) and/or case manager and/or someone working in the field who can attest to your suitability for the CDP Program.
 - c. A letter of intent, describing why you want to take this program, your goals and how you will use the program in the future. (maximum one page)

Submit Your Complete Application (2, a, b, & c) to:

Dr Cheryl Jeffs
Program Director
Continuing Education
Douglas College
Faculty of Child, Family & Community Studies
PO Box 2503
New Westminster, BC V3L 5B2

In person: Room 2600 Reception

Upon acceptance into the program you will be notified and given information on how to register.



Douglas College

Faculty of Child, Family & Community Studies
Continuing Education

Part-time Career Development Practice Course Descriptions

All courses are a combination of in-class and on-line. Your instructor will advise you of the course format.

Ethics for Career Development Practitioners (10 hours)

Provides practitioners both an overview of the Canadian Standards and Guidelines (CSG) Code of Ethics and the opportunity to apply the Ethical Decision Making process to case studies. Gain an understanding of and practical experience in how, when and why to apply the CSG Code of Ethics. One of the minimum requirements for BC CDP Certification.

Resumes & Cover Letters (13 hours)

The art of composing resumes and cover letters is explored. Learn the basics of writing effective resumes and cover letters that get results.

Theories, Models & Strategies (30 hours)

Examine theories and models in a Canadian context as well as the history of career development and how we evolved to where we are today in the 21st Century. Learn how to choose and implement effective career counselling strategies to facilitate the development of individualized action plans for clients using current labour market realities.

Introduction to Career and Employment Counselling (30 hours)

Develop the practical skills necessary to assist people in obtaining employment while improving your communication skills. Focus is on effective career and employment counselling techniques, job search strategies, the role of the career/employment practitioner, communication skills, motivating clients, empowerment and change.

Career Decision Making (30 hours)

Introduces practitioners to the key components of career decision making. Tools and techniques to assess personality, abilities, interests, transferable skills, values and employment barriers are introduced. Career exploration, goal-setting and decision-making strategies result in individualized action plans that incorporate assessment data with occupational research and current labour market information.

Career Transition Management (30 hours)

Gain the knowledge and skills necessary to identify and assist with the specific challenges facing adults who are experiencing a career transition. Topics include handling loss and change, problem solving, decision making and building self-esteem.

Group Employment Counselling (30 hours)

Assists both novice and experienced practitioners to enhance their group counselling and facilitation skills. Gain the skills and knowledge to: enhance client progress through group process; create a positive job search environment; facilitate a variety of exercises to promote effective job search techniques to diverse client groups; and apply effective communication skills to group and individual issues.

Introduction to Vocational Rehabilitation (30 hours)

Rehabilitation counselling is a systematic process which assists persons with physical, mental, developmental, and cognitive disabilities to achieve their personal and career goals in the most integrated setting possible. Communication, goal setting, and beneficial growth through psychological, vocational, social, and behavioral interventions are part of the process. Learn how to recognize disabling conditions, whether environmental, attitudinal, or related to the condition of impairment.

Elective Course: One (1) Required.

Select one course or take both

Labour Market Information (30 hours)

Gain an understanding of global and demographic changes and how to use this information in the career planning process with your clients. Focuses on the current information available on occupations and generic skills for the "new" economy and how to use the National Occupational Classification System. Different approaches to occupational forecasting and the use of transferable and labour market skills, as well as specific resources, are featured (course materials included).

OR

Instructional Skills Workshop (30 hours)

(102 or 3102 or 3220 Provincial Instructor Diploma Program-Equivalent)

Gain the knowledge, skills and experience necessary to prepare lesson plans and to practice instructional techniques and skills in a supportive environment.

New: Coaching in Career Development (30 hours)

Watch the website or for notice about this course.

*Ethics for Career Development Practitioners and Theories, Models & Strategies courses are pre-approved for the Certified Career Development Practitioner (CCDP) designation.

Certification details www.bccda.org

Optional Courses open to Part time students

If there is space available, students are encouraged to register in the following courses:

CDP Advanced Certificate

You may be interested in incorporating some of the CDP Advanced Certificate courses while in the CDP Program. Check our website for details or contact the instructor, Seanna Quressette at seanna@intentionalchange.ca

Employing People with Learning Difficulties and Disabilities (30 hours)

Learn how to address the employment outcomes of people with learning difficulties and disabilities. Effective leadership and staff training improve employment outcomes: This can happen in your organization. We have found that professionals, who work with people with learning difficulties or disabilities, benefit from a comprehensive understanding of the training and employment processes that support individuals into successful, long term employment outcomes. The Do It Right approach will help you understand the key elements of the supported employment process, and enable you to take a leadership role, in increasing employment outcomes.

Job Club Leadership Training (JCLT) 35 hours

New 2011 Job Finding Club Leadership Facilitator Manual (included)

JCLT offered by Douglas College in partnership with BC CDA.

Job Club Leaders help clients find a suitable job within the shortest feasible time period. Become certified and learn how to facilitate Job Clubs using the Azrin model of demonstration, practice feedback and positive reinforcement.

JCLT is an intense 35hrs (one week).

Upon successful completion of this program the participants will demonstrate the knowledge, skills and confidence to lead a Job Club. In this course group facilitating and awareness, communication skills, professional attitude and the application of the Job Club behavioural model will be evaluated through videotaped lesson presentation, written assignments and through performance and interaction throughout the sessions.

CDP Students are automatically accepted into the JCLT course and you do not have to apply to the JCLT course. However, you must contact Jen Tasse if you want to take JCLT and she will include your name on the waitlist.

Dates/Times:	Visit our website for details and schedule
Tuition:	\$625 includes all materials
Instructors:	Renee Russell, MA, CCDP or Judi Huta, CCDP

Personality Dimensions® in partnership with Sandy McLeod (21 hours)

Become certified in Personality Dimensions Level 1 and learn how to use this dynamic tool to identify personality strengths and preferences with a focus on existing strengths and emerging human potential.

Visit our website for Complete Details and Schedules

Practicum Preparation (2 hours)

Instructor permission required TBA 2 hrs
for both Practicum Preparation
and Practicum courses.

Dates/Times:

Fee: \$55

Information: Contact Cathy Sales, Practicum Coordinator: salesc@douglascollege.ca

Practicum (70 hours)

Instructor permission required for both Practicum Preparation and Practicum courses.

Participate in a 70 hour practicum at an employment agency or service organization. An opportunity for students to apply their learning and skills acquired during the course of studies in the CDP program.

Dates/Times: 70 hrs

Fee: \$775

Information: Contact Cathy Sales, Practicum Coordinator: salesc@douglascollege.ca



Douglas College

Faculty of Child, Family & Community Studies
Continuing Education

Grading Policy

Grading Policy

PC: Pass Completion

UN: Did not write final exam or complete the course requirements

PC or UN grading is the official grading at Douglas College and is common in professional programs. Grading Policy available www.douglascollege.ca

The intent of PC/UN grading permits students to spend time learning how to become practitioners, instead of concentrating primarily on getting high marks on tests and assignments. This is not to say that outstanding achievement on tests and assignments is not valued, but this type of achievement is not the goal in itself. The goal of career practitioner training is to become a well-informed, knowledgeable and capable professional. With this in mind, the PC/UN grading system, we hope to see our students engaged in learning that is meaningful and durable, not focusing upon competition with each other but focusing, instead, on developing and constructing collegial and cooperative learning environments that will serve as models for their future careers.

You may be interested in the work of Jane Vella¹ (2002) and her philosophy on educating adults. She writes that “the learning task invites all participants to act as decision makers of their own learning, work as a team, teach one another. . .” (p. 51). In other words, it’s up to you to engage in your learning – what is it you want to learn – what are you curious about? Your instructor will facilitate and be a resource for all students.

Transcript : Your grade will be posted in your student record eight (8) weeks after you have handed in your final assignment. Please do not order a transcript until you have checked your unofficial transcript to ensure all of your courses are listed and graded.

¹ Vella, Jane. (2002). *Learning to listen, learning to teach: the power of dialogue in educating adults*. San Francisco: John Wiley & Sons, Inc.

Student Learning Services & Supports

Douglas College offers all students learning services and supports, such as Aboriginal students, students with disabilities, counselling, career resource centre, learning centre (tutoring, drop in) and lots of other resources. . . find out more – or visit or drop in.
<http://www.douglascollege.ca/services.html>

Attendance Policy

100% attendance expected. It is your responsibility to keep in touch with your instructor. If you know you are going to miss class please advise your instructor ahead of time. If you miss class, please notify your instructor immediately.

30 hour course

1. A student can miss and RECEIVE a grade for the course if they miss (3 hours) WITHOUT a makeup assignment
or
miss (6 hours) WITH a makeup assignment
2. A student CANNOT RECEIVE credit for a 30 hour course if they miss 9 hours or more.
3. 10 & 13 hour courses: 100% attendance required otherwise no credit granted.

All make up assignments must be received by the instructor allowing for time for the instructor to submit grades 2 weeks following the last class. Make up assignments are at the discretion of the instructor.

Assignment Revision/Rework Policy:

Students may be asked to revise or rework an assignment. Please follow your instructor's guidelines/directions/deadlines. The intent of revision/rework is not punitive; the intent is to prepare you for your career and success in your ongoing studies.

Academic Honesty Policy

Douglas College, in common with other educational institutions, expects integrity, ethical conduct and intellectual and academic honesty of its students.

Academic dishonesty is not tolerated of students at Douglas College and will be treated as a serious offense. Academic dishonesty includes plagiarism, giving or receiving aid in an examination or where otherwise prohibited, or any other deceptive act in connection with work submitted to meet course or graduation requirements.

There are many resources on campus to support academic honesty (online and in person). If you are not clear on the policy, please check with your instructor and/or the Learning Centre

Academic Honesty Policy at: www.douglascollege.ca

Standards of Conduct Policy

Douglas College is committed to providing a peaceful, respectful learning and working environment. Please review our comprehensive policies on Standards of Conduct,

Violence Prevention, Sexual Harassment, Personal Discrimination and Stalking. There are brochures available on campus, in the classroom and on our website.



Douglas College

Faculty of Child, Family & Community Studies
Continuing Education
Douglas College Amenities

Douglas College is a Public Post-Secondary Institution.

Amenities include:

- ◆ Library
- ◆ Parking (reduced rates for CE students)
- ◆ Bookstore
- ◆ Cafeteria & Deli, Tim Horton's
- ◆ Career resource centre & career/personal counselling
- ◆ Computer labs, free printing and help desk (phone and email assistance)
- ◆ Learning Centre (learning support – writing & research)
- ◆ Gym and Fitness Centre (Centre for Campus Life)
- ◆ Office for New Students (activities and events)
- ◆ Aboriginal Student Services
- ◆ Women's Centre
- ◆ New Westminster Skytrain station is one block away.

Douglas College
PO Box 2530 (700 Royal Avenue)
New Westminster BC V3L 5B2
Tel: 604-527-5479
E-mail: CFCSC@douglascollege.ca

For additional course and program information, schedule and updates, please refer to our Child, Family and Community Studies, Continuing Education Web site:

www.douglascollege.ca/ce/cfcs
click on Career Development Practice Certificate Program



Douglas College

Faculty of Child, Family & Community Studies
Continuing Education

How to Check your Grades, Request a Transcript, etc.

On-line Services:

<http://registrar.douglascollege.ca/>

- On-line Registration: Continuing Education Courses
- Check Your Grades
- Order a Transcript
- View Unofficial Transcript
- Update your contact information
- T2202A (Tax Receipts)

Questions & Information

If you need your student number or help with the on-line services, contact the Registrar's Office:

Phone

604-527-5478: Leave a message and you will be called back.

Email

registrar_office@douglascollege.ca

or

Technical Assistance

helpdesk@douglascollege.ca

604 527 5330: Leave a message and you will be called back.

Walk in

Douglas College, New Westminster Campus

Room 2700 - 700 Royal Avenue

New Westminster, BC

Douglas College, David Lam Campus

1250 Pinetree Way

Coquitlam BC

How to Register

CDP Program

- Once you have been given an acceptance letter to the CDP Program you will be given the course registration numbers (CRN).
- You will need the CRN to register.
- When you register, you pay for your course.
- Next, purchase your books/materials from the bookstore.
- Register as soon as you can.
- Seats are not guaranteed until you register and pay.

Complete Registration details at:

<http://www.douglascollege.ca/programs/continuing-education/register.html>

Phone 604-527-5472 (24hrs) Visa or MasterCard only	Fax 604-527-5696 Visa or MasterCard only
Mail Douglas College Continuing Education, Registration PO Box 2503 New Westminster, BC V3L 5B2	Walk in Douglas College, New Westminster or David Lam Campus (Coquitlam)
TTY 604-527-5317 During New Westminster office hours	Web - Register online http://www.douglas.bc.ca/programs/continuing-education/register.html



Douglas College

CDP Instructional Team – 2007 BC CMA Winners & Seanna Quressette, Career Development Practitioner of the Year, 2011, BCCDA

Career Development Practice Program
Faculty of Child, Family & Community Studies

Congratulations to:

Seanna Quressette, 2011 Career Development Practitioner of the Year, BC Career Development Association.

CDP Instructional Team! 2007 Winners, Career Management Association Team Excellence Award.

All instructors in the Career Development Practice Program have master's degrees, extensive teaching experience and are active in career development.

Susan Greffard, MEd (Simon Fraser University, Leadership/Curriculum and Design), TBDL (University of British Columbia), PID (Vancouver Community College). Susan is a facilitator of the Provincial Instructors Diploma at Douglas College. At Douglas College, she is a Distributed Learning Designer/Trainer and teaches online courses for the Province of BC. Susan has presented on educational technology at conferences in Canada and the United States, and guest-lectured on the integration of technology into instruction and learning.

Anahita Kadkhoda, CCDP, MSc (California State University Northridge, Career Counselling). Anahita has been in the field of Career Counselling for over 12 years. Her area of expertise is working with immigrants regarding their career transitions and corporations for team building purposes. She is currently a member of the Focus on Internationally Trained Professionals, which is sponsored by ENET Society. Anahita has assisted youth, women in transition, immigrants and professionals with their career development and job search process.

Tracey Knihnitski, CCDP, MEd, PID, has over ten years experience as a local and international educator. Her background in adult education, facilitation, curriculum design, marketing and client services is diverse and varied. Tracey has worked in corporate, government, post-secondary and non-profit organizations and in the past three years, has been specializing in providing job search strategies for those in career transitions and administering and interpreting assessments such as *Personality Dimensions*. Tracey's passion lies in personal and professional development and is currently designing and delivering workshops for career development practitioners with regard to change and transition management, ethics, and theories. Tracey's energy and enthusiasm are contagious, and her zest for combining knowledge and fun creates a highly interactive approach to learning. Attend one of her courses and you're sure to learn something new about yourself as well as those around you.

Sandy McLeod, CCDP, MA, is a qualified level II Personality Dimensions and True Colours trainer. Sandy has over 20 years of combined experience in Career Facilitation, Child and Youth Care Counselling, and Life Skills Counselling and owner of Shifting Views Career and Life Coaching. She has managed an employment centre in the lower mainland and sees firsthand the value of an exceptional resume and cover letter that gets results.

Audrey Pons, MEd (University of Calgary, Community Rehabilitation and Disability Studies), RRP. Audrey is the Founding President of ENET (now BCCDA) since 1991. She is very connected with many community resources and has been a Vocational Rehabilitation Consultant with WorkSafeBC for over 12 years. She was appointed Chairperson of the Advisory Board for the University of Calgary, Bachelor of Community Rehabilitation Degree program at Douglas College. As well, Audrey was active with

Vancouver Community College Advisory Committees for the Counselling Skills and Substance Abuse programs and the Open Learning Agency Advisory Committee for students with disabilities. With over 26 years of experience in the counselling and career practitioner field, Audrey brings a wealth of experience and dedication to life-long learning to her students.

Seanna Quressette, CCDP, MEd (Counselling, University of Victoria), has developed and delivered training programs since 1985 and has provided Career Practitioner Certificate training in BC since 1999. Seanna was the Instructional Coordinator for the Career Practitioner Institute, in Duncan, BC, prior to her ownership of the Institute in 2004. She also assisted with the original design of and instructed practitioners in the Employment Counsellor Diploma program at Cornerstone International Education. She has delivered workshops at conferences in BC, Alberta, Australia and the US and has taught career development theories and ethical standards both through Diploma and Certificate programs and in-house for organizations. Currently a contract faculty member with the Faculty of Child, Family and Community Studies at Douglas College, Seanna was a Board Member with BCCMA and the Chair of the Certification Committee. Seanna regularly receives extremely positive feedback on the level of value and enjoyment participants experience in her courses.

John Saremba, MRM (Simon Fraser University). John has considerable experience as an instructor, facilitator, and curriculum developer in the field of adult education and career development. This experience includes numerous local projects and assignments, as well as those conducted overseas in Nepal, Thailand, Laos, and Ghana. His passion and skills include the design and delivery of engaging workshops, the preparation of publications and technical reports, and the effective use of technology applications in the workplace. John's academic credentials include a Master's Degree (specializing in public involvement and community development), a Provincial Instructor's Diploma and a Job Club Leadership Training Certificate. Moreover, he has also completed the Career Development Practice Program at Douglas College and is currently completing an Online Training and Facilitation Certificate Program through Capilano College and KnowPlace.ca. Through his company, The Information Guy Consulting Inc., John provides a wide range of business, career, marketing, and communication consulting services to individual clients and organizations.

Sharon Smith, CCDP, MA (Royal Roads University, Leadership and Training). Sharon has many years of career development experience working with clients from diverse backgrounds. She had a successful career as a Social Worker before specializing in career development work. She has worked at various levels in the career development field including actively working towards achieving national guidelines and standards for career practitioners in Canada. She has managed, as well as been an instructor, in career related programs both in government funded agencies and community colleges such as BCIT, Langara College and Douglas College. She is a Master trainer (Level 111) for the True Colors program and is also certified in EQi (Emotional Intelligence). Sharon was previously the Coordinator for the Career Development Practitioner Program at Douglas College for three years.

Sandi Strate, MEd (University of Calgary, Counselling Psychology). Sandi has an extensive background working with people in various capacities, including counselling, teaching in Canada and abroad, social work, and private practice. Since 1988, she has been a faculty member in Student Development at Douglas College where she counsels current and prospective students and teaches various Human Development courses. She is involved in the training of peer support workers and regularly supervises Masters level students in practicum placements at the college. Sandi is a believer in lifelong learning and actively engages in professional activities and courses to further develop her knowledge and skills. She is past president of the Post-Secondary Counsellors' Association of BC.

Gisela Theurer, MA (University of British Columbia, Counselling Psychology), CRC. Gisela has over 25 years of experience in mental health, community services, entrepreneurial development and non-profit management. She works independently as a coach, facilitator, trainer, and rehabilitation specialist. For more information, check her website: www.gmt-consultants.com. She is very active in the career development community and is often a presenter at BCCDA meetings. She developed Introduction to Vocational Rehabilitation for the Career Development Practice Program at Douglas College. Her passion is to help people gain clarity, learn new skills, reach their dreams and achieve success in their lives.



Douglas College

Books/Materials and Bookstore Information

Books & Materials applicable taxes:

12% HST

5% Point of Sale HST Reduced

7% Net Tax charged on all Books & Materials (Effective July 1, 2010)

Career Development Practice Programs

Latest edition of books will be available

Required textbooks/manuals/supplies for the Career Development Practice Program are available to purchase from the New Westminster Douglas College Bookstore.

The New Westminster Campus Bookstore is located on the first floor (South) by the 8th Street entrance.

At the beginning of the Fall, Winter and Summer semesters, the hours of operation for the Bookstore are extended to include evenings and Saturdays. Regular Bookstore hours are Monday to Friday daytime only.

Bookstore 604 527-5015 for store hours or visit www.douglascollege.ca

We advise that you purchase your books for your courses well before your course starts and/or during the extended hours. Please expect long lines at peak hours as this is a very busy time for the Bookstore.

Check with the Bookstore for current policies on returns and refunds.

Please note, students must have access to a computer and internet. Computer labs and free printing are available at the Douglas College Campus.

Required Books/Materials

Sponsored/Funded Students: If you have an account in the Bookstore you will need to produce your Student Card when you pick up your books/materials.

Course	Books/materials
Ethics for Career Development Practitioners	➤ Materials included
Resume & Cover Letters	➤ Materials included
Introduction to Career and Employment Counselling	➤ Choices: Interviewing and Counselling Skills for Canadians by Bob Shebib
Theories, Models & Strategies	➤ Essential Elements of Career Counselling by N. Amundson, J Harris-Bowlsbey & S. Niles
Theories, Models & Strategies	➤ Course Package
Career Decision Making	➤ Values and Skills Assessment Cards by Winnipeg Transition Centre
Career Decision Making	➤ BCCDA Journal Series 3: R. Neault, So you want to use Career Assessments?
Career Decision Making	➤ Career Decision Making System
Career Decision Making	➤ Self-Directed Search Form R English Canadian Combination Package by John Holland 1. Assessment Booklet 2. Occupations Finders 3. You and Your Career Booklet (Package of 3) Qualification Level: A
Career Decision Making	➤ Course Package
Career Transition Management	➤ Transitions by William Bridges
Career Transition Management	➤ Course Package
Group Employment Counselling	➤ Group Counselling: Strategies and Skills, by Jacobs/Masson/Harvill
Group Employment Counselling	➤ Course Package
Introduction to Vocational Rehabilitation	➤ BCCDA Journal #1: J. Pullyblank, Psychological Assessment & Rehabilitation
Introduction to Vocational Rehabilitation	➤ Course Package

Labour Market Information	➤ Materials included
Instructional Skills Workshop	➤ Materials included
All Courses	➤ English Dictionary: Oxford
	<i>7% Net Tax charged on all Books & Materials (Effective July 1, 2010)</i>

Books & Materials applicable taxes:

12% HST

5% Point of Sale HST Reduced

Recommend supplies: binders, loose leaf paper, stapler, paper clips, pens, etc. You can also find mugs, t-shirts and other items for sale.

Students *must have* access to a computer and internet. Computer labs are available at the Douglas College Campus.

How to Get your books/materials... see the following page.

Extended bookstore hours at the beginning of each term.

Douglas College Bookstore: 604 527 5015



Douglas College

*Faculty of Child, Family and Community Studies
Continuing Education*

How to Get your Book/Materials

How to Get your Books/Materials from the Douglas College Bookstore

1. In Person (cash, credit card, debit, cheque)

Please phone or visit the website for hours

New Westminster Campus, 700 Royal Avenue

Phone (604) 527-5015

<http://www.douglascollege.ca/services/bookstore.html>

2. Order from the Bookstore for delivery (credit card only)

<http://www.douglascollege.ca/services/bookstore/books.html>

click on **Ordering Distance Education Books**

look in the left hand column under **Books**

click on **Douglas College Distance Education Order Form**

3. E-mail request to (credit card only)

bookstore@douglascollege.ca

If you order your books/materials via 2 or 3 do not include your credit card number. The bookstore will contact you for this information. Please allow enough time for mail/shipping.

If you are a sponsored student, you must show your Douglas College student ID when picking up books/materials in the Bookstore.

Extended Bookstore hours are offered Fall, Winter and Summer Semesters

Career Development Practice Program Transferability

1. University of the Fraser Valley offers 12 credits for completion of the CDP Program towards a degree in Adult Education.
2. Credits towards courses in the Community Social Service Worker Diploma program at Douglas College.
3. Vocational Rehabilitation Association of Canada (VRA) has approved all courses for continuing education towards the RRP Designation.
4. Ethics for Career Development Practitioners and Models, Strategies & Theories courses are pre-approved for CCDP (Certified Career Development Practitioner) designation.

Student Financial Awards (commonly known as a Bursary)

Application Deadlines: end of January each year

Two Student Awards are available to CDP students.

1. The Ellen Edwards CDP Student Award of Distinction
2. Jim Doerr CE Student Award

These Awards are financial and are competition based. Students must be registered in courses to be eligible to apply. Details and application forms are available at www.douglascollege.ca/ce/cfcs

Graduation Application: Certificate & Ceremony

Graduation

To receive your Certificate and attend the Graduation Ceremonies you must submit a Graduation Application. You do not automatically graduate, you must apply. It is optional if you wish to attend the Graduation Ceremonies.

Complete details at the Douglas College, Graduation Website
find it on the Douglas College homepage
www.douglascollege.ca
in the A-Z Directory under G for Graduation)

<http://www.douglascollege.ca/application-services/graduation.html>

Strict deadlines for applications. No graduation fee unless you apply after the deadline.

Time to celebrate!

Application for Exemption



Douglas College Please refer to the Policy and Procedures before completing: Application Date: _____

Application for Exemption
Career Development Practice Certificate Program
Faculty of Child, Family and Community Studies

Name: _____ Student ID _____

Address: _____

City: _____ Prov _____ P/Code: _____

Tel: _____ E-mail: _____

A course exemption **may be granted** if you can provide evidence of formally completing an equivalent course (matching hours per course). Submit documentation, transcripts (sealed), certificates and course descriptions and a \$50 Assessment Fee per course per exemption. See *attached Policies & Procedures*.

1. Indicate the course that you are applying for exemption. Maximum of two courses.

Use one form per course (copy this form if necessary).

- Ethics for Career Development Practitioners (CDPP 267)
- Resumes & Cover Letters (CDPP 275)
- Introduction to Employment Counselling (CDPP 262)
- Theories, Models, & Strategies (CDPP 750)
- Career Decision Making (CDPP 752)
- Career Transition Management (CDPP 757)
- Group Employment Counselling (CDPP 753)
- Introduction to Vocational Rehabilitation (CDPP 754)
- Instructional Skills (CDPP 759) (equivalent to PID 102 or 3102 or 3220)
- Labour Market Information (CDPP 756)

2. Please describe the equivalent course completed:

Course Name: _____

Institution Attended: _____ Location: _____

Total Hours: _____ Date of Completion: _____

Evaluation Process: _____ Grade Received: _____

3. Identify the major course goals (outcomes): use additional pages if necessary

4. Please identify the major course topics: use additional pages if necessary

5. Attach documentation: transcripts and/or certificates of completion and course description

6. Include a \$50 Assessment Fee per course for exemption (payable to Douglas College)

Cheque/MO Visa Mastercard TOTAL FEES \$ _____

Cardholder's Signature

CARD NUMBER

Expiry Date Month/Year

7. Submit Application for Exemption to: Dr. Cheryl Jeffs, Faculty of Child, Family and Community Studies, DOUGLAS COLLEGE, PO Box 2503, New Westminster BC V3L 5B2 or deliver to Room 2600.

Application for Exemption Policy and Procedures

Career Development Practice Certificate Program Faculty of Child, Family and Community Studies

Policy and Procedures

2011-2012

Course Exemptions

If you have taken similar courses you may apply for an exemption for up to (2) two courses in the Career Development Practice Program. **Use one Application form per exemption (photocopy form if necessary).**

Course Equivalency Exemption Process

Step 1:

Read the Career Development Practice Certificate Program requirements and identify course(s) for which you will be requesting exemption.

Step 2:

Collect copies of all relevant transcripts, course descriptions and length, number of hours, evaluation procedures (exams, papers, presentations) and any additional, related information. Provide as much information as possible to support your claim of similar course content. Include this information with your application. A transcript or certificate by itself is not sufficient.

Step 3:

Include a letter (addressed to Dr. Cheryl Jeffs) that clearly outlines the exemption(s) you are requesting.

Step 4:

Include payment of \$50 assessment fee **per exemption** request. *The fee is not processed until the Exemption Request has been approved.*

Step 5:

The office will inform you on the status of your request.

Step 6:

Complete the **Application for Exemption** form and submit with:

Documentation (Step 2)

Letter of Request (Step 3)

Payment (Step 4)

To: Dr. Cheryl Jeffs, Faculty of Child, Family and Community Studies, DOUGLAS COLLEGE, PO Box 2503, New Westminster BC V3L 5B2



Douglas College

Faculty of Child, Family and Community Studies

www.douglascollege.ca/ce/cfcs

Program Fee Schedule & Timetable

PJ12 Career Development Practice Part time Certificate Program

Part Time Tuition \$3,375 (no HST)

Textbooks Approx \$500 plus \$100 supplies (paper/binders etc)

January to July 2012

CLASSROOMS: Your classroom number will be posted the first class in two (2) locations. Outside of the Registration Office and next to the Security/Information Kiosk.

Refer to the booklet or website for complete details www.douglascollege.ca/ce/cfcs

** No class May 19, 2012

Classes are evenings, Saturdays and on-line. Complete details in program schedule.

Tuesday Evening Classes 1830-2130
Saturday Classes 0900-1600 (except Ethics)

Ethics for CD Practitioners CRN: 11238
Sat, Jan 7, 2012, 0830-1730
Plus 2hrs online
Tuition: \$195 (10hrs) Seanna Quressette

Resumes & Cover Letters CRN: 11239
Tue, Jan 10 & 17, 2012, 1830-2130
Sat, Jan 14, 2012, 0900 -1600
Tuition: \$205 (13hrs) Sandy McLeod

Intro Career & Emp Coun CRN: 11240
Sat, Jan 21, 28 & Feb 4, 2012, 0900-1600
Tue, Jan 24, 31 & Feb 7, 2012, 1830-2130
Tuition: \$ 425 (30hrs) Sandi Strate

Theories, Models & Strategies CRN: 11241
Tue, Feb 14, 21, 28, 2012, 1830-2130
Sat, Feb 18, 25 & Mar 3, 2012, 0900-1600
Tuition: \$ 425 (30hrs) Tracey Knihnitski

Career Decision Making CRN: 11243
Sat, Mar 10, 17, 24, 2012, 0900-1600
Tue, Mar 13, 20, 27, 2012, 1830-2130
Tuition: \$ 425 (30hrs) Audrey Pons

Career Transition Mgt CRN: 21141
Tue, Apr 10, 17, 24, 2012, 1830-2130
Sat, Apr 14, 21, 28, 2012, 0900-1600
Tuition: \$ 425 (30hrs) Anahita Kadkhoda

Group Employment Coun CRN: 21142
Sat, May 5, 12, 26, 2012, 0900-1600
Tue, May 8, 15, 22, 2012, 1830-2130
Tuition: \$ 425 (30hrs) Anahita Kadkhoda

** No class May 19, 2012

Introduction to Voc Rehab CRN: 21143
Sat, Jun 2, 9, 16, 2012, 0900-1600
Tue, Jun 5, 12, 19, 2012, 1830-2130
Tuition: \$ 425 (30hrs) Gisela Theurer

HIGHLY RECOMMENDED
CDC Conference March 2012
Vancouver, BC – Location TBA
www.bccda.org

Elective Course: One (1) required or take both

Labour Market Information CRN: 21144
Tue, Jul 3, 10, 17, 2012, 1830-2130
Sat, Jul 7, 14, 21, 2012, 0900-1600
Tuition: \$425 (includes materials) (30hrs)
Seanna Quressette

Instructional Skills – TBA
Spring 2012

Registration: 604 527 5472
Program Assistant: 604 527 5479

www.douglascollege.ca/ce/cfcs

OFFICE OF THE REGISTRAR

Continuing Education - Program Admission Application

This form is to be completed if you are applying to one of the following programs: Career Development Practitioner (part-time), Career Development Practitioner Intensive (full-time), Job Club Leadership Training. Incomplete applications will be returned to the applicant unprocessed.



STUDENT NUMBER									
FOR OFFICE USE ONLY									

Personal Information

The names indicated below must be your legal names for use on all official Douglas College documentation.

Last name	First name
Middle name	Former name (if applicable)

Mailing Address

House #/Street			Apt#	
City/Town		Province	Country	Postal code
e-mail address				

Daytime phone (between 8:30am and 4:30pm)

area code	number	extention
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Alternate phone

area code	number	extention
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Fax number

area code	number
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TTY number

area code	number
-----------	--------

Gender:
female male

Date of birth		
DD	MM	YYYY

Program name (Select one program only)

Applicant's Signature

Date of application

FOR OFFICE USE ONLY

{ } Approved for CE program requested

Program Co-ordinator Signature

Date

This form and all the supporting documents should be sent to:

Douglas College
Cheryl Jeffs, Continuing Education
Child, Family and Community Studies
PO Box 2503, New Westminster, BC V3L 5B2
Fax: 604-527-5426 email: jeffsc@douglas.bc.ca

DATE RECEIVED

omo 09-371