



**CERTIFIED CORPORATE PROFESSIONAL LEADER
CCPL**

**Recertification/Renewal of
Designation**

**Send by Mail Only:
Think Business Training Inc.
PO Box 2028
Fall River, NS
B2T 1K6**

Revised January 2018

Note: this guide is valid until January 1, 2019

**THINK BUSINESS TRAINING RECERTIFICATION OF DESIGNATION
BY RECORD OF PROFESSIONAL DEVELOPMENT ACTIVITIES**

My annual CCPL membership dues are paid up (\$129.00)

I have attached a current copy of my resume

MEMBER IDENTIFICATION

CCPL MEMBER ID#: _____

Title: Mr. Mrs. Miss Ms. (circle One)		Date of Application:
First Name:	Middle Initial:	Last Name:
CCPL Expiry Date:		CCPL Certificate #:
Please send correspondence to: <input type="checkbox"/> Business Address <input type="checkbox"/> Home Address		
Company Name:		Position Title:
Business Address:		
Business Telephone:		Business Fax:
Business E-mail:		
Home Address:		
Home Telephone:		Home Fax:
Home E-mail:		

Please forward completed applications by mail only to:

Think Business Training
PO Box 2028
Fall River, NS
B2T 1K6

Please make cheques payable to "Think Business Training"

Credit Card Authorization:

Cardholders Name: _____

Card Number: _____

Expiry Date: Month: _____ Year: _____

Cardholder Signature: _____

Pay my annual Designation dues (\$129) _____ Pay my Recertification fee (\$199) _____

This guide is provided to assist with planning and recording professional development activities. The recertification process is self-directed and supports the concept of continual improvement. The following Guiding Principles may be applied when assessing past, current or future professional development activities regarding their suitability for credit in recertification of the designation.

Guiding Principles

- √ The activity broadened or enhanced your growth as a Professional Supervisor.
- √ The activity helped to enhance or advance your career path in the role of a supervisor.
- √ The activity helped you to learn/gain insight from other professionals in the field.
- √ The activity broadened the scope of your skills beyond your day-to-day functional responsibilities as a supervisor.
- √ The activity kept you up to date with new developments related to your position.

Agreement

I also understand that I must be a CCPL holder in good standing. (Annual Fees paid)

I certify that information contained with this application is a true and valid representation of professional development activities I have engaged in during the past 3 years (36 months), since the date of first receiving my designation or my last successful recertification.

Signature: _____

Date: _____

The Think Training Designation Renewal Process

Renewal Requirements

To recertify the CCPL designation, you must:

- Hold a designation. Your designation is current and all your fees are paid.
 - Worked on my professional growth in two or more of the following areas. *
 - Documentation should accompany each area.
 1. Professional Supervisory Practice
 2. Professional Development as a Supervisor
 3. Self-directed Learning
 4. Leadership Activities in Your Organization or Community
 5. New Work Projects/Initiatives
 6. Public Speaking
 7. Training/Teaching/Mentoring
- ✓ It is recommended that you treat this guide as a living document by recording activities as they are completed.
- ✓ Use only those activities that:
 - are new to you and therefore contributed to your professional growth, and/or
 - contributed to the learning, growth & development of fellow employees, your organization, or the community at large.

* Points are not accumulated for areas of professional growth. We are looking to see continued dedication to your professional development and the CCPL designation.

Area 1: Professional Supervisory Practice

Please retain any relevant documents. Relevant documents would include your position or role statement, a current biography, resume, or curricula vitae. One of these must be attached to your Application for Renewal of Certification as an indication of your current status.

Guidelines:

In addition to the general guiding principles provided, the following may be helpful:

Identify the kind and level of position in which you have been engaged during the 36-month qualifying period for this renewal.

*Contractors and Consultants please note that you are not limited to billable hours, but may include all the time you spent marketing and preparing proposals, regardless of whether or not you gained the contract.

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Area #	Activity/Date(s)	Notes Key responsibilities and/or consulting areas
1.	XYZ Manufacturing Dec/1x-Nov/1x	General supervisory duties for employer as shown on Resume.

Area 2: Professional Development as a Supervisor

Please retain any relevant documents such as course/workshop completion certificates.

Guidelines:

In addition to the general guiding principles provided, the following may be helpful:

Course-refers to a course of study where you are required to complete assignments, exams, and/or successfully demonstrate competence in order to be granted a “pass” or grade.

Workshop/seminar-does not necessarily require or result in, a “pass” or grade.

Non-Supervisory courses, workshops and/or seminars may be credited if according to the guiding principles they furthered your professional practice.

Area	Description
2.	Courses successfully completed through a recognized institution such as Technical Institutes, Colleges, or Universities (include distance education courses) a) Continuing Education Program Courses b) University Transfer Courses c) Other
2.1	Think Training Seminars/Workshops/Short Program/Online Learning (minimum 3 hours in length) a) Half day (3 hours) b) Full day c) Two days d) Three days
2.2	Other Seminars/Workshops/Short Program (minimum 3 hours in length) a) Half day (3 hours) b) Full day c) Two days d) Three days
2.3	Courses successfully completed through other institutions, (e.g. courses leading to assignments, exams, and/or facilitator training)
2.4	Executive Development/Management Program (i.e. SMU Management Program) a) 2–4 weeks duration, full time attendance b) 5–6 weeks duration, full time attendance

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Example 2.1 c)	Communicating for Results Think Business Training March 201x	Improve ability to communicate with employees and senior management more effectively.
Example 2.1 d)	Train the Trainer Think Business Training October 201x	Improved techniques and training methods. Gained confidence in instruction methods and presentations
Example 2.2 c)	Safety Management NSCSA April 201x	Working towards improved safety measures at work and personally.

Area 3: Self-directed Learning.

Please retain any relevant documents.

Guidelines:

Self-directed learning through reading or self-study projects should be recorded. Relevant information can be book titles, author and subject matter. If using web-based training, course content, duration (in hours) and end results should be noted.

Area	Description
3	Self-directed learning (self-study): informal reading and research discussion groups, round tables, "brown bags," not resulting in a written report/article, a project, or workshop development. Written reports, workshop development and projects are credited in separate areas.

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Example 3	"Who Moved my Cheese" by Spencer Johnson, MD April 201x	Contribute to ability to deal with change in my organization/my life.

Area 4: Leadership Activities in your Organization or your Community.

Please retain any relevant documents such as Committee Member List, or Notice of Appointment.

Guidelines:

In addition to the general guiding principles provided, the following may be helpful:

Credit is given for each year of involvement as long as a minimum number of hours are met each year. Committee activity need not be a full year in duration as long as your participation meets the minimum number of hours of involvement.

Area	Description
4.1	Active Committee Member (minimum 12 hours per year, includes meetings and preparation for meetings) a) Local/Provincial business committee (e.g. Chamber of Commerce or internal company committee, or Association)
4.2	Committee Chairperson/Team Leader (minimum 24 hours per year, includes meetings and preparation for meetings: non-profit organizations/Boys & Girls club, Scouts/Guides etc.): a) Local/Provincial business committee/team or Association
4.3	Planning Committee Member As part of your work or as a volunteer (2 days or more—minimum 12 hours per year, including meetings and preparation for meetings) a) Local/Provincial business committee/team or Association
4.4	Active in Volunteer Sector (e.g. Heart Foundation, United Way) a) Committee Member (min. 12 hours per year) b) Chairperson (min. 24 hours per year)
4.5	Active Volunteer in sports related activities c) Coach or referee etc. (min. 12 hours per year) d) Manager (min. 24 hours per year)
4.6	If your activity in any of the above capacities has substantially exceeded the expected level of participation (e.g. 20 hours a month for 10 months) an additional 5 credits can be recognized in the area of Leadership Activities.

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Area #	Activity/Date(s)	Notes
		Use guiding principles to self-assess how the activity will/did enhance professional practice
Example 4.3 4.6	Occupational Health & Safety Committee Chairman December 201x–April 201x	160 hours Researched and formed organizational committee to discuss employee safety concerns.
Example 4.4 a) 4.6	United Way Committee Member December 201x–June 201x	50 hours Contribution to profession, learn from other professionals, contribute to ongoing improvement of customer relations

Area 5: New Work Projects Initiatives

Please retain any relevant documents such as project assignment memo or schedule.

Guidelines:

In addition to the general guiding principles provided, the following may be helpful:

This area is meant to accommodate unique or first-time projects, which do not result in a significant report or workshop development.

Area	Description
5	<p>Activities recorded here are not normally part of your day-to-day work. They represent a new area of involvement for you, and therefore require you to investigate, develop and implement something you have not been involved in before.</p> <ul style="list-style-type: none">a) Small project—7 to 40 hours of work in a work yearb) Medium project—41–100 hours of work in a work yearc) Large project—over 100 hours of work in a work year

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Area #	Activity/Date(s)	Notes Use guiding principles to self-assess how the activity will/did enhance professional practice
Example 5. b)	Customer Service Plan May–Dec/xx	84 hours Improved service provided to clients, broadened scope of practices, up to date with current customer service practices
Example 5.c	Occupational Health & Safety Committee Dec/04–Aug/xx	160 hours Researched and formed organizational committee to discuss employee safety concerns. Designed and implement policies and procedures.

Area 6: Public Speaking

Please retain any relevant documents such as copy of talk, agenda item etc.

Guidelines:

In addition to the general guiding principles provided, the following may be helpful:

More credit should be claimed for a broader sphere of influence, e.g. international versus local group.

Area	Description
6.	Develop Public Speaking skills through Toastmasters, Dale Carnegie, Christopher Leadership etc.)
6.1	Prepare and present an oral presentation to your workgroup
6.2	Panelist, discussion leader/facilitator or commentator at a: a) Departmental, local or regional conference or meeting (i.e. monthly safety talks) b) National or international conference or meeting
6.3	Presented as a feature, keynote or concurrent speaker delivered to: a) Organizational, local or regional conference or meeting b) National or international conference or meeting

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Area #	Activity/Date(s)	Notes Use guiding principles to self-assess how the activity will/did enhance professional practice
Example 6.3 a)	Keynote Speaker NS Safety Conference May 201x	"Safety on the Job"—45 min session Contribute to improvement of safety management practices

Area 7: Training/Teaching/Mentoring

Please retain any relevant documents.

Guidelines:

In addition to the general guiding principles provided, the following may be helpful:

Credit should be claimed only for the first time you deliver or develop a new course/workshop.

Develop means preparation from basic research, to creating a lesson plan, and material development.

Delivery means classroom presentation, as well as pre-delivery preparation from an existing plan.

Area	Description
7.1	Delivery of a course/seminar/workshop, e.g. Team Building/First Aid a) ½ day (3 hours) course or workshop b) 1-day course/seminar/workshop c) 2 or more-day course/seminar/workshop
7.2	Develop and deliver a course/seminar/workshop a) ½ day (3 hours) b) 1-day workshop c) 2 or more-day seminar/workshop
7.3	Teaching a supervisory-related course, which can give attendees a significant certificate. The work includes testing, and marking exams and papers. (i.e. WHMIS)
7.4	Mentoring a new employee during course of regular job duties Formal mentoring outside regular job duties (i.e. Big Brothers/Sisters)

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Area #	Activity/Date(s)	Notes
		Use guiding principles to self-assess how the activity will/did enhance professional practice
Example 7.1	Delivered a 1-day workshop How to put the lid on Absenteeism Jan–March 201x	Delivered 4 workshops to other Supervisors and Department heads on controlling and motivating problem employees using company policies and practices. Improved presentation skills as well own confidence in working with unhappy or unmotivated employees.
Example 7.2	Prepared and delivered a half-day workshop on using the new telephone system–December 201x	Gave me an opportunity to develop my confidence in developing training materials and speaking in public.
Example 7.4	Took on the role of Big Sister to a young woman in local Boys & Girls Club Sept–Dec 201x	Allowed me to pass on some of the skills I have developed over the years. I also had the opportunity to learn more about What it is like to be young and poor in the school system today.

