



**CERTIFIED CORPORATE PROFESSIONAL LEADER – ADMINISTRATIVE (CCPL-A)
Formerly Canadian Administrative Professional (CAP)**

Recertification 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 December 31, 2020

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

___ My annual CCPL-A (formerly CAP) membership dues are paid up (\$129.00)

___ I have attached a current copy of my resume

MEMBER IDENTIFICATION

CCPL-A (formerly CAP) MEMBER ID#: _____

Title: Mr. Mrs. Miss Ms. (circle One)		Date of Application:	
First Name:		Middle Initial:	
CCPL-A (formerly CAP) Expiry Date:		CCPL-A (formerly CAP) 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 Inc.
PO Box 2028
Fall River, NS
B2T 1K6

Please make cheques payable to "Think Business Training"

Credit Card Authorization:

Cardholders Name: _____

Card No: _____

Expiry Date: Month _____ / Year _____

Cardholder's Signature: _____

Pay my annual Designation/Membership Dues (\$129) _____

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 an Administrative Professional.
- √ The activity helped to enhance or advance your career path in the role of an Administrative Professional.
- √ 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 an Administrative Professional
- √ The activity kept you up to date with new developments related to your subject matter.

Agreement

I understand that I must be a CCPL-A (formerly CAP) holder in good standing. (Annual Dues 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-A (formerly CAP) designation, you must:

- Hold a designation and 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. Administrative Professional Practice
 2. Administrative Professional Development
 3. Self-directed Learning
 4. Leadership Activities in Your Community.
 5. New Work Projects/Initiatives
 6. Public Speaking
 7. Training/Teaching/Mentoring

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, or the community at large.

It is recommended that you treat this guide as a living document by recording activities as they are completed.

* Points are not accumulated for areas of professional growth. We are looking to see continued dedication to your professional development and the CCPL-A (formerly CAP) designation.

Area 1: Administrative Professional 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 professional practice in which you have been engaged during the 36-month qualifying period for this renewal.

Guide for Planning and Recording Professional Development Activities

Area #	Activity/Date(s)	Notes Key responsibilities and/or consulting areas
1. Example	ABC Company Ltd Dec/12-Nov/13	General administrative duties for employer as shown on Resume.

Area 2: Administrative Professional Development

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-Administration 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 Business Training Seminars/Workshops/Short Programs/OLL a) OLL 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 Program (i.e. SMU Executive Development Program/NSPSC Leadership Program) a) 2–4 weeks duration, full time attendance b) 5–6 weeks duration, full time attendance

Guide for Planning and Recording Professional Development Activities

Area #	Activity/Date(s)	Notes Use guiding principles to self assess how the activity will/did enhance professional practice
Example 2.1 c)	MBTI Think Business Training May 201x	Improve ability to communicate with employees and senior management more effectively.

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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Area #	Activity/Date(s)	Notes Use guiding principles to self assess how the activity will/did enhance professional practice
Example 3	"Who Moved my Cheese" by Spencer Johnson, MD December/xx	Contribute to ability to deal with change in my organization/my life.

Area 4: Leadership Activities in 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 24 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 48 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 a volunteer of (2 days or more—minimum 24 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. 24 hours per year) b) Chairperson (min. 48 hours per year)
4.5	Active Volunteer in sports related activities c) Committee Member (min. 24 hours per year) d) Chairperson (min. 48 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.

Guide for Planning and Recording Professional Development Activities

Area #	Activity/Date(s)	Notes Use guiding principles to self assess how the activity will/did enhance professional practice
Example 4.4 c)	United Way Committee Member Dec/11–Aug/12	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 practice. 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

Guide for Planning and Recording Professional Development Activities

Area #	Activity/Date(s)	Notes Use guiding principles to self assess how the activity will/did enhance professional practice
Example 5. b)	New Filing System June–Dec/13	84 hours Improved service provided to managers, up to date with current office practices

Area 6: Public Speaking

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:

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	Preparation of oral presentation to workgroup
6.2	Panelist, discussion leader/facilitator or commentator at a: a) Local or regional conference or meeting (i.e. Monthly safety talks) b) National or international conference or meeting
6.3	Related oral presentation as a feature, keynote or concurrent speaker delivered to: a) Local or regional conference or meeting b) National or international conference or meeting

Guide for Planning and Recording Professional Development Activities

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 Administrative Association May/10	"Organize to get the job done"—45 min session Contribute to improvement of time 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. Computer software usage a) ½ day (3 hours) to 2-day course/seminar/workshop b) 1-day course/seminar/workshop c) 2 or more-day course/seminar/workshop
7.2	Development of a course/seminar/workshop a) ½ day (3 hours) to 2-day course/seminar/workshop b) 3–4-day course/seminar/workshop c) 5 or more-day course/seminar/workshop
7.3	Teaching an Administrative related credit course that is for a degree, diploma, license, or significant certificate. The work includes grading exams and papers. (i.e. Typing Test)
7.4	Mentoring during course of regular job duties Formal mentoring outside regular job duties (i.e. Big Brothers/Sisters)

Guide for Planning and Recording Professional Development Activities

Area #	Activity/Date(s)	Notes
		Use guiding principles to self assess how the activity will/did enhance professional practice
Example 7.1 (c)	Maintaining Website Sept–Dec/11	6 half days delivered covering various aspects of Website management
Example 7.2 (a)	Techniques for Spreadsheet applications Dec/11–April/12	6 half days developed covering various techniques and tricks to improve spreadsheet management

Guide for Planning and Recording Professional Development Activities

Area #	Activity/Date(s)	Notes Key responsibilities and/or consulting areas