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## **PROFESSIONAL COMMUNITY AND ECONOMIC DEVELOPER (PCED)**

In order to be eligible to sit for the Professional Community and Economic Developer (PCED) examination, you must accumulate a **total of eight (8) eligibility points**. Three of these points must come from **three (3) years** of experience as an **active, paid professional** in the field of community development. Experience level and all other claimed eligibility points are subject to the approval of the Community Development Council, Inc. (CDC). Each claimed field must be completed with appropriate documentation. Attach documentation for claimed fields, including dates, for all qualifying activities. Examples of education documentation include: diploma, certificate of completion/attendance, or other official verification. Employment documentation should include dates, job title, and job description.

This application must be submitted **a minimum of 30 days** prior to the test date. If you are **re-testing**, you must notify CDC that you will be sitting for the exam, 30 days before the testing date.

### **TESTING FEES**

**\$125 – Application Fee (Includes Study Guide)**

**\$100 – Testing Fee**

**\$225 – TOTAL Fee**

The **\$125 Application Fee**, payable to the Community Development Council, must be received with the application and the **\$100 Testing or Re-testing Fee** must be received before test scores will be released. For those applicants who do not have previously have the study guide, and are re-taking the exam, a study guide is available for an additional \$25.00.

### **APPLICATION CHECK LIST**

1. Eligibility Points total eight (8).
2. Application signed and dated.
3. All documentation is enclosed.
4. Application Fee is enclosed.

### **Submit completed applications by mail, fax or email to:**

Ms. Laura Guerin  
Certification Secretary  
Community Development Council  
311 Nelson Street  
Atlanta, GA 30313  
404.523.3030 Phone  
404.523.0406 Fax  
[Laura@sedc.org](mailto:Laura@sedc.org)

**PCED TESTING APPLICATION**

<b>Applicant Information:</b>			
Applicant's Name (first/middle/last)			
Title			
Employer			
Address			
City			
	State	ZIP Code	
Phone #s			
FAX			
E-mail Address			
Test Status	First time to take PCED Exam: _____	Re-test: _____	
Test Site	Location of test: _____	Date of test: _____	

<b>Required Points:</b>		
Point Value	Insert points claimed below	
1 - 4		Community/Economic development work experience: To qualify for these points, you must have been employed at least three (3) of the last ten (10) years in the field of community/economic development. A <u>maximum</u> of four (4) points may be claimed (1 point per year). To receive credit, you must list your current and other professional duties, be specific. Include place of employment, titles, dates, and contact information. (Attaching a resume will be sufficient documentation).

<b>Additional Points:</b>		
Point Value	Insert points claimed below	
1 - 4		Community Development Institute (1 point per year) (Maximum of 4 pts)
		Institute name
		Date attended
		Institute name
		Date attended
		Institute name
		Date attended
		Advanced CDI Classes 15 hours = 1/2 point Northwest Advanced CDI= 1 point
		Institute name
		Date attended
1/2 - 2		International Economic Development Council (IEDC) sanctioned Economic Development Institute and/or Basic Economic Development Course

		(1/2 point per year) (Maximum of 2 points)
		Names of Institutes/ Course
		Dates attended
1/2 - 2		National Chamber of Commerce Institute (1/2 point per year) (Maximum of 2 points)
		Names of Institutes
		Dates attended
2		Undergraduate or graduate degree in community development, economic development, public administration, urban planning, business or economics. (1 point per undergraduate and 1 point for graduate degree with a maximum of 2 points)
		Name of College
		Dates attended
		Name of Degree
1		Certified Economic Developer (1 point). Must be certified by IEDC.
		Date certified or re-certified
1		Certified Planner (1 point). Must be certified by American Planning Association.
		Date certified or re-certified
1/2		Certified BREI Consultant (1/2 point). Must be certified by Business Retention & Expansion International.
		Date certified or Re-certified
1/2 - 2		Other training or experience in community or economic development in the last 10 years will be evaluated on a case by case basis by CDC. <b>Thirty hours (30)</b> of community development training equals <u>1/2 point</u> . You must provide documentation and a list of the training with the hours that are associated with each class. Tag training documentation with an Exhibit # and list on the Exhibit Sheet. Community development experience cannot run concurrently with claimed work experience.
		<b>TOTAL POINTS CLAIMED</b>

I certify that all the above information about my training and experience is true and I have provided all documentation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Community Development Council, Inc. was organized in 1995 as a 501 (c) (6) corporation. Support for the Council's activities comes from private and public sector sponsors and from fees generated by certification and accreditation services. The organization strives to increase the professional credentials and recognition of those employed as community developers. The Council is not a membership organization. Its purpose is to establish professional standards through certification and training that will be recognized as valuable to both the community development practitioner and those who employ their services. The Council maintains a registry of Professional Community and Economic Developers in good standing.

