Professional Community and Economic Developer (PCED) Re-Certification

Complete and mail the following Application to:

Matthew Darius
Certification Secretary
311 Nelson Street S.W.
Atlanta, GA 30313
(404) 523-3030
(404) 523-0406 Fax
E-mail: matthew@sedc.org
www.cdcouncil.com

Re-certification as a **Professional Community and Economic Developer (PCED)** is required every **three (3) years**. You must currently be an active professional in the field of community development. Re-certification may be achieved through professional education, contributions to the profession, service, and participation in community development meetings and programs. A minimum of **eight (8) points** are required for re-certification. The points must be earned after the date of applicant's last certification. All points are credited only after the program or activity is finished or the term of service has been completed. Claimed eligibility points are subject to the approval of **Community Development Council, Inc. (CDC).** Please attach documentation, including dates, for all qualifying activities. Examples of documentation include: Diploma, certificate of completion/attendance, or other official verification. Employment documentation should include dates, job title, and description.

A **$200.00** re-certification application fee payable to the **Community Development Council** is required before your application is reviewed.

APPLICATION CHECK LIST

1. Eligibility Points total eight (8).

2. Application signed and dated.

3. All documentation is enclosed.

4. Application Fee is enclosed.

PCED RE-CERTIFICATION APPLICATION

Current Certification Expiration Date:_____

Applicant Information:

Applicant's Name (first/middle/last)	
Title	
Employer	
Address	
City	

	State		ZIP Code	

Phone #s	
FAX	
E-mail Address	

Required Points:

Point   Insert points
Value   claimed below

EDUCATION:

1 - 4		Community Development Institute (1 point per year) (Maximum of 4 points)	
		Institute name	
		Date attended	
		Institute name	
		Date attended	
		Advanced CDI	15 hours = ½ 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 2 points)	
		Names of Institutes	
		Dates attended	
2		Undergraduate or graduate degree in community development, economic development, public administration, urban planning, business or economics. (Must be completed after previous certification.) (1 points per undergraduate and 1 point per graduate degree) (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	
½		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 since last certification will be evaluated on a case by case basis by CDC. **Thirty hours (30)** of training equals ½ point. 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.	
CONTRIBUTIONS:			
3 - 6		Authoring a published book relating to community development. (3 points per book) (Maximum of 6 points)	
		Book Title	
		Date of Publication	
		Book Title	
		Date of Publication	
2 - 4		Authoring an article relating to community development in a periodical. (2 points per article) (Maximum of 4 points)	
		Article Title	
		Periodical	
		Date of Publication	
		Article Title	
		Periodical	
		Date of Publication	
1 - 3		Editing a published book on community development. (1 point per book, max 3)	
		Book Title	
		Author	
		Date of Publication	
		Book Title	
		Author	
		Date of Publication	
		Book Title	
		Author	
		Date of Publication	
1 - 3		Teaching as an instructor at the Community Development Institute or an accredited IEDC course. (1 point per course session) (Maximum of 3 points)	
		Name of Institute	
		Course Name	
		Date of Course	
		Name of Institute	
		Course Name	
		Date of Course	
		Name of Institute	
		Course Name	

	Date of Course	
1 - 3	Leading a seminar(s) at a national or regional conference related to community development. (1 point per conference seminar) (Maximum of 3 points)	
	Conference Name	
	Seminar Name	
	Date of Conference	
	Conference Name	
	Seminar Name	
	Date of Conference	
	Conference Name	
	Seminar Name	
	Date of Conference	
1/2 - 2	Other contributions will be evaluated on a case by case basis by CDC. You must provide documentation.	
SERVICE:		
1 - 3	Working as a member of the CDC examination review team. (1 point per scheduled testing)	
	Examination Dates	
1 - 3	Reviewing or contributing to a published book or article on community development. (1 point per book or article) (Maximum of 3 points)	
	Book or Article Title	
	Date of Publication	
	Book or Article Title	
	Date of Publication	
	Book or Article Title	
	Date of Publication	
2 - 4	Completing a term as a board member of a regional or state organization related to community or economic development. (2 points per term with a minimum of 1 year's service per term) (Maximum of 4 points)	
	Name of Organization	
	Date of Service	
	Name of Organization	
	Date of Service	
1 - 3	Completing a term on an active committee of a regional, state, or national organization related to community or economic development. (1 point per term with a minimum of 1 year's service per term)	
	Name of Organization and Committee	
	Date of Service	
	Name of Organization and Committee	
	Date of Service	
	Name of Organization and Committee	
	Date of Service	
3 - 6	Completing a term as a board member of a national or multi-state organization related to community or economic development. *Examples:* IEDC, CDC, SEDC,	

		National Association for Community Leadership, Community Development Society, etc. (3 points per term with a minimum of 1 year's service per term)
		Name of Organization
		Date of Service
		Name of Organization
		Date of Service
1/2 - 2		Other service will be evaluated on a case by case basis by CDC. You must provide documentation.
PROFESSIONAL AFFAIRS:		
1 - 2		Attending a regional or state conference related to community or economic development (1 point per conference) (Maximum of 2 points)
		Name of Conference
		Date of Conference
		Name of Conference
		Date of Conference
1 - 2		Attending a national or multi-state conference or seminar related to community or economic development (1 point per event) (Maximum of 2 points)
		Name of Conference
		Date of Conference
		Name of Conference
		Date of Conference
1 1/2 - 3		Serving on a conference planning committee related to community or economic development. (1 1/2 points per conference) (Maximum of 3 points)
		Name of Conference
		Date of Conference
		Name of Conference
		Date of Conference
1/2 - 2		Other professional activities will be evaluated on a case by case basis by CDC. You must provide documentation.
OTHER ACTIVITIES RELATED TO COMMUNITY DEVELOPMENT:		
1/2 - 2		You must provide documentation for **ALL** points being claimed.
		TOTAL POINTS CLAIMED

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 Certified Professional Community and Economic Developers in good standing.

Administration Only:

Date Received:_____ Date Sent to Committee:_____

Check #_____   Committee Feedback:_____

Date Certificate Sent:_____

EDUCATION/TRAINING EXHIBIT # CHECK LIST

EXAMPLE: Exhibit #1 = Jefferson County Economic Development Planning Meetings, January 4-6, 2011, 20 hours

Exhibit #	Education/Training Description	# Hours