



PROFESSIONAL COMMUNITY and ECONOMIC DEVELOPER (PCED)

Complete and mail the following Application to:

Ms. Laura Guerin
Certification Secretary
311 Nelson Street
Atlanta, GA 30313
www.cdccouncil.com

E-mail: Laura@sedc.org
Phone: (404) 577-8892

About CDC

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.

Eligibility

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.
- **After January 1, 2015 ALL PCED applicants must have graduated from a Community Development Institute (CDI).**
- Each claimed field must be completed with appropriate documentation.
Attach documentation for claimed fields, including dates, for all qualifying activities.

This application must be submitted **at least 45 days** prior to the test date. If you are **re-testing**, you must still notify CDC that you will be sitting for the exam, 30 days before the test date.

Testing Fees

\$125 – Application Fee (includes Study Guide)

\$100 – Testing Fee

\$225 – TOTAL Fee

Payment:

Checks can be made out to Community Development Council and sent to 311 Nelson St. SW, Atlanta, GA 30313

If you prefer to pay by card, please contact the CDC at : (404) 577-8892

*The Application Fee 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 have previously have the study guide, and are re-taking the exam, a study guide is available for an additional \$25.00)

PCED TESTING APPLICATION

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

<u>Required Points:</u>		
Point Value	Insert points claimed below	
1 – 4		<p>Community/Economic development work experience: To qualify for these points, you must have been:</p> <ul style="list-style-type: none"> • 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) <p>*Documentation Accepted: Resume or list of current and other</p>

		professional duties, be specific. Include place of employment, titles, dates, and contact information.

Additional Points:

Point Insert points
Value claimed below

1 - 4		Community Development Institute (1 point per year with a maximum of 4 pts) *Documentation Accepted: CDI Certificates, official letter from CDI stating attendance
	Institute name	
	Date attended	
	Institute name	
	Date attended	
	Institute name	
	Date attended	
	Advanced CDI Classes	15 hours = ½ point Northwest Advanced CDI= 1 point
	Institute name and 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 Degrees accepted: 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) *Documentation Accepted: Transcripts or copy of diploma
	Name of College	
	Dates attended	
	Name of Degree	
1		Certified Economic Developer Must be certified by IEDC. (1 point)
	Date certified or re-certified	

1		Certified Planner Must be certified by American Planning Association. (1 point).
	Date certified or re-certified	
1/2		Certified BREI Consultant Must be certified by Business Retention & Expansion International. (1/2 point).
	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. Thirty hours (30) of community development training equals <u>1/2 point</u> . <i>* Documentation Accepted: Please list the training with the hours that are associated with each class on the next page. Tag training documentation with an Exhibit # and list on the Exhibit Sheet. Community development experience cannot run concurrently with claimed work experience.</i>
	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: _____

