



# CCAP: Certified Community Action Professional

**THE NATIONAL PROFESSIONAL CREDENTIAL RESPECTED BY YOUR PEERS:**

**Follow these three steps to become a CCAP:**

Complete the CCAP Enrollment form, sign the Community Action Code of Ethics and submit the application fee, then....

1. Complete a Candidate Data Form (CDF): a comprehensive record of your experience as a management executive, your education and training experiences, and your involvement in CAA related activities. The CDF must be received no later than **the third Wednesday of January** of the year of expected certification.
2. Develop an Executive Skills Portfolio (ESP): a sample of your own work, structured according to specific guidelines, that demonstrates your application of the vision and values of community action and contributions made as managers and leaders. The ESP must be received by the **third Wednesday of February** of the year of expected certification.
3. Pass a Written Exam offered on **the second or third Wednesday of June** each year: A combined minimum score on the CDF and ESP qualifies you to sit for this examination which is based on the community action Body of Knowledge document that cites core areas of competence in community action management and leadership.

## CCAP ENROLLMENT RATES:

CCAP Enrollment & Examination Fees - <u>members only</u>		
Package	Individual	Cumulative
One Candidate	\$600	\$600
Two Candidates	\$500	\$1,100
Three Candidates	FREE	\$1,100
Four Candidates	\$400	\$1,500
Five Candidates	FREE	\$1,500
Six Candidates	\$400	\$1,900
Seven Candidates	FREE	\$1,900
Eight Candidates	FREE	\$1,900

**ENROLLMENT FORM, MORE INFORMATION, AND ALL CCAP RELATED MATERIALS CAN BE DOWNLOADED FROM:**

[WWW.Communityactionpartnership.com/ccap](http://WWW.Communityactionpartnership.com/ccap)



## CCAP AT A GLANCE

### 1. Becoming a CCAP Candidate

Requirements:

- Be a full time employee at a CAA or certain related organizations in a qualifying position\*
- Complete application form
- Sign the Code of Ethics
- Submit three letters of recommendation
- Pay the application fee

Candidacy lasts for three CCAP exam cycles from the date enrollment fee is received at the Community Action Partnership Office. That means that a candidate can have up to three times to take and pass the examination. The CCAP cycle begins on the third Wednesday of January each year (the due date for the CDF).

### 2. The Community Action Body of Knowledge Outline

This outline is a comprehensive list of areas where CCAPs are expected to demonstrate competency. The examination questions are based on this outline. The Executive Skills Portfolio is also based on this outline. The more a candidate is familiar with this outline, the better his/her chances of understanding what will be required of him/her in the CCAP process.

### 3. The Candidate Data Form:

Requirements:

- Complete all sections of the form.
- Sign and date the completed form.
- Submit to the Community Action Partnership office by the third Wednesday of January of the year you are expecting to take the examination (see more about this in section on ESP).
- Once a CDF is submitted, any update to the CDF can be submitted prior to the deadline.
- CDF can provide up to 500 points toward qualification for examination.

### 4. The Executive Skills Portfolio

Requirements:

- Carefully follow the very detailed instructions on the CCAP Portfolio Guidelines. Pay close attention to how the ESP relates to the Body of Knowledge Outline, especially in the section of the outline entitled Community Action Vision and Values

- Submit two hard copies, or one digital copy, of the ESP to the Community Action Partnership office by the third Wednesday of February of the year you are expecting to take the examination.
- ESP can provide up to 500 points toward qualification to take the examination.
- If the combined scores of CDF *plus* ESP equal 700 points or more, and if there is a minimum score of 300 points on each (CDF and ESP), the candidate is qualified to take the certification examination offered in June of that year.
- Candidates are informed about their scores as soon as the Commissioners have completed reading and evaluating all the ESPs, usually by early April. If a candidate does not gain sufficient points to qualify for the examination, he/she has two options:
  1. Make additions to the CDF before the next 3rd Wednesday of January to make up the points.
  2. And/or prepare a new ESP by the 3rd Wednesday of February.

## 5. Certification Examination.

Exam is administered using Moodle® cloud program at approved, proctored sites around the US on the 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday of June (*June 20, 2018*). These sites are chosen in the Spring to match the travel requirements of the candidates.

The examination is in two sections and a total of 4 hours is allotted to complete the exam.

*Section 1:* Objective Questions for all sections of the Body of Knowledge Outline

*Section 2:* Essay Questions including case study questions based on fictional CAA called *New Hope*.

- Questions are designed more to test understanding and application of knowledge than to test memorization of facts (except for section on history).
- Study Guide uploaded in late January to CCAP Page on Partnership website for current year's exam.
- Candidates who qualify to take the examination are provided an ID and Password to access a brief (10 question) "Practice Exam" to familiarize them with logging on to the site and navigating the cloud based exam. Candidates must access this "Practice Exam" at least once using the laptop that they will bring to the exam site in June
- Exams are scored by Certification Commission approx. 7-10 days after the exam is given and candidates are informed by e-mail about the results immediately after that.

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\*Qualifying position = a management level position (for at least 2 years) that fits any 3 of the 5 following:

1. Includes authority beyond the mere responsibility to carry out others' orders. It is given the discretion to make decisions about how to manage one or more programs.
2. Supervises at least one other employee.
3. Includes the responsibility to report directly to the agency's board or to a board committee or to the Executive Director/CEO.
4. Includes the responsibility, and attendant accountability, to administer a budget.
5. Is a member of the Executive Team.