



# CCAP

# ORIENTATION TO CCAP

## Certified Community Action Professional



# CCAP

- The only national, peer review based, recognition of community action managers and leaders.
- Based on input from over 150 Community Action leaders in the field.
- Oversight by the Certification Commission appointed by the Partnership Board Chair



# CCAP

## COMMISSIONERS

- Paul Dole, CCAP, Kentucky, Chair
- Jeannie Chaffin, CCAP, Virginia
- Janice Daku, CCAP Emerita, Maine
- Renae Dismuke, CCAP, Alabama
- Tiffany Keimig, CCAP, Iowa
- Charles McCann, CCAP Emeritus, Missouri
- Leah Pauletti, CCAP, Minnesota
- Tawny Stottlemire, CCAP, Kansas
- Dalitso Sulamoyo, CCAP, Illinois



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Based on two “pillars”

**FIRST PILLAR** is...

The Community Action Body of Knowledge  
Outline:

A five section list of the knowledge and skills which community action managers and leaders need in order to function in a position of leadership in their community and agency



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## Body of Knowledge Outline Areas of Competency

1. History of the Community Action Movement
2. Vision and Values of Community Action
3. Traditional Community Action Management Skills
4. Leadership (Community Action vision/values/ethics become real through passionate, positive leadership)
5. Theories about Causes of Poverty and Strategies to address them



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**SECOND PILLAR** is...

The Community Action Code of Ethics:

A standard for professional behavior that guides the decisions a community action leader makes. All candidates sign an agreement to abide by the Code



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- ❑ Full Body of Knowledge Outline (**2020 Edition**)
- ❑ Community Action Code of Ethics
- ❑ Candidacy Guide
- ❑ And all related CCAP documents and instructions are available for download at the Partnership's website (**NEW for 2021 program year**)
- ❑ WWW. CommunityActionPartnership.com



# CCAP

## Why become a CCAP?

- Transmits professional standards for leadership in Community Action.
- Validates the achievements of community action managers and leaders as it provides them visibility and recognition.
- Improves opportunities for professional advancement.
- Strengthens commitment to a common mission, especially when there are a number of CCAPs on the leadership team.
- Process of becoming a CCAP often transmits basic values, knowledge and essential skills to a new generation of community action managers and leaders.





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## □ Is it for me? If you are...

- a current, or emerging, manager or leader in the profession of Community Action.
- employed full time in a community action agency, a delegate agency, a sub-grantee, a CSBG eligible entity, state CSBG office, a state or regional CAA Association.

AND---



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Have served for at least two years (full 24 months) in a position that is considered “Executive Management” (*at least 3 of the following 5 criteria*)

1. The position 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. The position supervises at least one other employee.
3. The position includes the responsibility to report directly to the agency’s board or to a board committee or to the Executive Director/CEO.
4. The position includes the responsibility, and attendant accountability, to administer a budget.
5. The position is a member of the Executive Team



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- Committed to the vision and values of Community Action
- Committed to maintaining high ethical standards of professional conduct.
- Willing to learn more about the history, vision and values of Community Action as well as....
  - ▣ The principles of good management
  - ▣ The best leadership practices
  - ▣ The current theories about poverty in America



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□ Then CCAP may be right for you!





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- Certification is based on a point system with a maximum of three years to accumulate points.
- Those points are objective measures of a candidate's
  - Kinds of experience in Community Action (CDF)
  - Skill in doing the work of Community Action (ESP)
  - Knowledge about Community Action (EXAM)



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## 1. MEASURING “EXPERIENCE”

Candidate submits a Candidate Data Form (CDF)

- A detailed record of your experience, education and involvement in Community Action.
- Evaluated and scored (earn up to 500 “points” )
- The longer you have been in Community Action and the more active you have been, the better your score.
- Due 3<sup>rd</sup> Wed. of January each year.



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## CDF CATEGORIES

1. Employment.
2. Education and Training Experiences.
3. Involvement in National, Regional, State and Local Activities.
4. Involvement in Publishing and Training and Association Management Outside of Community Action.



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## CDF SAMPLE PAGE

<b>1. YEARS OF EXPERIENCE AS A MANAGEMENT EXECUTIVE</b>	<b>Points per:</b>	<b>Max Allowed</b>
1.1 Number of years as a management or executive staff in a CAA	15 pts/year	150 pts
1.2 Number of years as a <u>full time</u> management or executive staff member in an organization other than a CAA	8 pts/year	50 pts
1.3 Internship placement in CAA Related organization.	1 pt/mo	18 pts





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## 2. MEASURING SKILLS

Candidate submits an Executive Skills Portfolio  
(ESP - **NEW Format for 2021**)

- ❑ A sample of work showing how you have applied the competencies listed in the Body of Knowledge in your work setting. (*Specifically Body of Knowledge sections B,C & D*)
- ❑ Evaluated and scored (earn up to 500 “points.”)
- ❑ Due 3<sup>rd</sup> Wed. of February each year



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## The Four Essays of the ESP

### **ESSAY #1** Traditional Management Skills:

Explain how the work sample shows that you understand and can use traditional management practices in the specific areas of planning, organizing, directing and evaluating.



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**ESSAY #2** “Positive Leadership” skills requires response to three questions:

1. Clearly basing your response either on a “**skills**” focused approach and/or a “**situational**” focused approach, explain why your involvement in the project, program or task described in your work sample should be considered a demonstration of your leadership.



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## **ESSAY #2** “Positive Leadership” continued

Question 1 requires familiarity with Peter Northouse. *Leadership: Theory and Practice* 8<sup>th</sup> Ed., 2019

“**Skills Approach**” is found in chapter 3.

“**Situational Approach**” is found in chapter 5.



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## **ESSAY #2** “Positive Leadership” continued

2. Choose **ONE** item out of the 9 items listed under **Body of Knowledge Outline D2 or D3** that best correlates to your leadership role in the project, program or task that comprises your work sample.



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## **WHAT IS MY LEADERSHIP ABOUT IN THIS PORTFOLIO ?**

### **BODY OF KNOWLEDGE D2**

Fundamental Practices of Exemplary Leadership

Thinking strategically OR  
Creating a shared vision Or  
Building capacity OR  
Being agents of change OR.....

### **BODY OF KNOWLEDGE D3**

Forward Thinking Leadership Skill Sets

Innovation OR  
Succession Planning OR  
Forecasting OR  
Communication OR  
Emotional Intelligence



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## **ESSAY #2** “Positive Leadership” continued

3. Choose **ONE** item out of the 14 items listed under **Body of Knowledge Outline D4 or D5** that best correlates to your leadership role in the project, program or task that comprises your work sample.



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## **WHAT IS MY LEADERSHIP ABOUT IN THIS PORTFOLIO ?**

### **BODY OF KNOWLEDGE D4**

*Ethical Considerations for Community Action Leadership*

Service to mission over service to self **OR**

Commitment to excellence in life-long learning **OR...**

Etc....

### **BODY OF KNOWLEDGE D5**

*Community Action Values Become Real Through Responsible Leadership*

Empower individuals and families **OR**

Facilitate the revitalization of communities **OR**

Etc.





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**ESSAY #3:** Explain how the work sample shows that you understand, and have used, the vision and values of community action.



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**ESSAY #4:** Demonstrate how your work sample contributes to your agency's attainment, or enhancement, of one of the Partnership's "standards of excellence," or how it has the capacity to contribute to that standard.

(find standards on the Partnership website)



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## 3. MEASURING KNOWLEDGE

### Candidate passes the national Certification Examination

- ❑ After you have received a total of at least 700 “points” on your CDF and ESP combined. (within 3 years ) and have received at least 300 points on each (CDF and ESP)
- ❑ Exam given 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday of June each year [perhaps at various sites across the country]
- ❑ Based on the Community Action Body of Knowledge Outline
- ❑ Is experience based (NOT memorization based)
- ❑ A study guide is posted on the Partnership website each January.
- ❑ Passing = score of 70%
- ❑ Administered using online Moodle® program



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## BUILDING A PATHWAY TO CCAP

There is help, especially for those who are not yet ready to become a CCAP candidate.



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## Step One:

Meet with your Executive Director to determine the level of support you can receive from the agency, including:

- Costs for enrollment,
- Support from the agency for participation in various learning experiences and
- Opportunities to expand your horizons, or broaden your reach, in the field of Community Action.



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## Step Two:

Identify a CCAP mentor who can guide you through each step of the process and coach you in preparing and submitting your documents along the way.

*There is a list of CCAP mentors on the Partnership's website that can be accessed through the CCAP link.*



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## Step Three:

Start your journey toward CCAP.

*(And keep your own file, record or journal to record your process toward your goals)*



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1. Determine when you will you meet the “24 month rule”
2. Review the CCAP Code of Ethics.
3. Read the “CDF Guidance” document and do a test run of, the CDF (in consultation with your mentor).





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4. Sign up for Partnership's webinars on the CDF, the ESP and the certification examination.
5. Map out training options to deepen your understanding where you see a need to build more competence.



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6. Consider what you might showcase as an example of your good work in leadership roles in Community Action for your Executive Skills Portfolio. This is something to discuss with your CCAP mentor.

7. Sign up for a CCAP study group. You may be able to participate in face to face meetings in a group in your own state, or you can participate in groups that meet by conference call and internet exchange.



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## □ Some helpful reminders:

- Candidacy lasts for three years, About half of candidates complete it in the first year. Many take the full three years to build points.
- The program is designed to provide opportunities for persons who have “come up through the ranks” as well as those who are new to Community Action.
- There is help
  - All the forms you need are on the Partnership website.
  - A CCAP mentor can be available to work with you.
  - There is a study guide for the examination



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## How Do I Get Started ?

Complete and submit the ***Certified Community Action Professional*** (CCAP) enrollment form available at the Community Action Partnership Website.





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- Pay enrollment fee (see Partnership website for options and details)
- Submit Enrollment Form
  - (with 3 signatures – one from your CEO or Board Chair and two from colleagues who support your candidacy)
- Sign the Community Action Code of Ethics



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## CCAP Enrollment Bundling

Number of Candidates	Cost	Cost per Candidate
First Candidate:	\$600	\$600
Second Candidate	\$500	\$550
Third Candidate	FREE	\$367
Fourth Candidate	\$400	\$375
Fifth Candidate	FREE	\$300
Sixth Candidate	\$400	\$317
Seventh Candidate	FREE	\$271
Eighth Candidate	FREE	\$238



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## □ Other Training Options

– Register for series of 3 webinars on CCAP on the Partnership website (*CCAP page*)

□ *CDF (Oct., 2020)*

□ *ESP (Nov., 2020)*

□ *Exam (Mar., 2021)*



## **7. Downloadable documents on the CCAP Page of the Partnership website**

- ✓ **COMMUNITY ACTION CODE OF ETHICS**
- ✓ **COMMUNITY ACTION BODY OF KNOWLEDGE OUTLINE**
- ✓ **PATHWAYS TO CCAP BROCHURE (Especially useful if you are not yet ready to enroll)**
- ✓ **CCAP MENTORS (CCAPs who can help you be a successful candidate)**
- ✓ **CCAP CANDIDACY ENROLLMENT AND PAYMENT FORM**
- ✓ **CANDIDATE DATA FORM GUIDE (Orients candidates to what the CDF is all about)**
- ✓ **CANDIDATE DATA FORM (CDF)**
- ✓ **CDF ADDENDUM FORM (This is used when you need to add more items to your CDF)**
- ✓ **EXECUTIVE SKILLS PORTFOLIO (ESP) GUIDELINES (Directions on how to construct a portfolio)**
- ✓ **STUDY GUIDE FOR CCAP EXAM (Uploaded in late January for the annual June exam)**
- ✓ **CCAP RELATED WEBINARS (Guidance on each step of the way toward CCAP)**





# CCAP

CCAPs are formally recognized at the Community Action Partnership's Annual Convention.



New CCAPS, Chicago, 2019

Need further assistance?

**[CCAP@Communityactionpartnership.com](mailto:CCAP@Communityactionpartnership.com)**