

Quick Guide to the Application Form

In order to become professionally certified with ICC International, you must be sponsored by an ICC International Fellow (Career Management Fellow - CMF). To select a Sponsor from the ICC International website at <http://www.careercertification.org/> go to Search for a Certified Professional and select a CMF. Or you can ask Headquarters Office to select a CMF for you. Contact 615-250-7789 or info@careercertification.org. Then you assemble your portfolio, as detailed in the chart below. Three main points are:

1. Education to bachelor degree level, or equivalent
2. The appropriate length of total work experience and career-related work experience
3. Possession of the minimum number of competencies for the level of certification you are applying for, a sufficient number of Methods of Validation and the required number of Professional Development Credits (PDCs).

Once your portfolio has been signed off by the sponsoring CMF as complete, you pay the portfolio and application fees, and then the Application Review Division (ARD) will examine the portfolio. For applicants at the Fellowship level, an additional step is the Fellow Interview. This in-depth interview will be carried out by a CMF other than the your own Sponsor. When the ARD is satisfied that the application meets the criteria, it recommends acceptance to the Board of Governors, who will then vote on the application. If a majority is in favour, you will be accredited and a certificate issued.

You will need to decide upon the level of certification for which you will apply. An **Associate** is at a training level and demonstrates commitment to the profession along with the intention to proceed in due course to full certification. A **Practitioner** is considered to be a front-line, capable consultant, trainer or manager and must demonstrate more advanced credentials than an Associate. A **Fellow** requires even more experience and competence since a Fellow is recognized as a leader in the profession.

The following chart outlines the requirements at each level.

Level	Years of work experience	Years experience in career field	Number of competencies	Number of validation methods	Number of PDCs
Associate	3	2	10	2	15
Practitioner	8	4	15	3	35
Fellow	12	6	25	5	50

The application form is in .pdf format as a Word document. It can be found at www.careercertification.org The first step is to contact the Headquarters Office at 615-250-7789 or info@careercertification.org. Any CMF or person at Headquarters will be pleased to hear from you and answer any questions. Good Luck.