

Certified Workforce Development Professional Newsletter

Volume 4; Issue 2

July 2005

Certification Review Committee Honored

The Certification Reviewers received the H.G. Weisman Award at the 16th Annual NAWDP Conference in Miami Beach.

The Certification Reviewers were honored for volunteering their time to the certification program since its inception in 1999.

Currently the Reviewers have evaluated over 1,800 applications to become Certified Workforce Development Professionals (CWDP).

The review process occurs four times a year and takes over a month to

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Professional Development Opportunities

The following are opportunities for professional development within a few of the competency areas.

◆ The International Association of Workforce Professionals (IAWP) offers resource guides on the following subjects: **History of Workforce Development Professionals** and **Labor Market Information (LMI)**. Both of these are competency areas for the CWDP. The guides can be ordered from IAWP. <http://www.iawponline.org/education/pdp.html>

◆ Each month in *The Advantage*, the newsletter pub-

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What is Continuing Professional Development?

The NAWDP certification program requires 60 hours of professional development in order to renew the certificate, however what constitutes “professional development”?

Professional development for the CWDP renewal is defined as any educational opportunity where one is advancing one’s knowledge within the ten workforce development com-

petency areas. A few examples would be classes, in-services, or trainings related to any of the competency areas. All of these are an excellent way to earn hours toward your renewal, however CWDPs are not limited to these means for generating their renewal hours.

Other opportunities might be reading professional journal articles,

doing internet research in order to improve one’s workforce development skills, or completing background research for classes that one will be teaching.

Each of these “alternative” opportunities are weighted the same as taking a class for the CWDP renewal. This means that they are hour

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NAWDP

National Association of Workforce Development Professionals

The National Association of Workforce Development Professionals is a national association for individual practitioners in workforce development programs. Its mission is to be the national voice for the profession and to meet the individual professional development needs of the membership.

CWDPs from February and May 2005 Reviews

Alaska

Ginger D. Hall, CWDP
Anchorage

Arkansas

Stephanie Carlo, CWDP
Little Rock
Martha Susan Daniel, CWDP
Fayetteville
Allynn M. Saathoff, CWDP
Mountain Home
Diana L. Tucker, CWDP
Rogers
April J. Turner, CWDP
Harrison
Jane A. Wheeler, CWDP
Harrison

Arizona

Beatriz Gallegos, CWDP
Tolleson
Triny Nunez, CWDP
Phoenix

California

Jason K. Buckingham, CWDP
Auburn
Tana M. Lambert, CWDP
San Diego
Mary L. Murshedi, CWDP
Pasadena
Herman Rick Record, CWDP
Sacramento
Frank Scott, CWDP
San Diego
Thomas D. Trzos, CWDP
San Diego
Anton M. Williams, CWDP
San Diego

Connecticut

Pamela J. Nabors, CWDP
Hartford

District of Columbia

Marilyn B. Silver, CWDP
Washington DC

Florida

Chester B. McNorton, CWDP
Port Orange
Jeanne Rademacher, CWDP
Port Orange
Jeannie M. Rose, CWDP
Daytona Beach

Helene S. Ryan, CWDP
Daytona Beach

Hawaii

Rochelle K. Asao, CWDP
Honolulu
Olga G. Berzabal, CWDP
Honolulu
Rolanse Crisafulli, CWDP
Honolulu
Sylvia K. Silva, CWDP
Honolulu
Jeffrey K.M. Tom, CWDP
Honolulu

Iowa

Alex P. Clampitt, CWDP
Burlington
Debbie M. Dowell, CWDP
Burlington
Maria D. Gapen, CWDP
Keokuk
Linda Gidley, CWDP
Burlington
Cindy J. Hardin, CWDP
Burlington
Carmen M. Iannarelli, CWDP
Burlington
Janice Johnston-Jones,
CWDP
Burlington
Michelle Vandenberg, CWDP
Keokuk
Michelle A. Williams, CWDP
Burlington

Illinois

Jennifer A. Peterson, CWDP
Mattoon

Indiana

Sarah L. Wilkerson, CWDP
Rochester

Maine

Suzanne M. Wagner, CWDP
Ellsworth

Massachusetts

Christine Abramowitz, CWDP
Springfield

Maryland

Sara K. Muempfer, CWDP
Millersville

Gilbert C. Nwosu, CWDP
Bethesda

Michigan

Debbie S. Bartley, CWDP
Detroit
Frank J. Bettig, CWDP
Grand Rapids
Lisa L. Bolen, CWDP
East Tawas
Deborah A. Brown, CWDP
Wayne
Donald Keith Brown, CWDP
Hillsdale
Dolores M. Bryant, CWDP
Detroit
Donnell R. Cravens, CWDP
Detroit
Deborah C. DeGroot, CWDP
Grand Rapids
Charisse N. Dennard, CWDP
Detroit
Randi D. Edwards, CWDP
Detroit
Lester L. Gayden, CWDP
Detroit
Cora L. Gregory, CWDP
Wayne
Virginia B. Gruse, CWDP
Wayne
Karen V. Hill, CWDP
Wayne
Tamica N. Jackson, CWDP
Detroit
Paulette James, CWDP
Highland Park
Margie E. Le Noir, CWDP
Taylor
Glenda R. Magarrell, CWDP
Detroit
Timothy M. Mayer, CWDP
Wayne
Audrey L. Mayfield, CWDP
Grand Rapids
Anne M. Menefee, CWDP
Detroit
Carolyn D. Miller, CWDP
Detroit
Pamela Mullins, CWDP
Detroit
Shani Niang, CWDP
Detroit
Stephanie Lynn Nixon,
CWDP
Detroit

Thomas W. Owen, CWDP
Detroit

James T. Pawlak, CWDP
Detroit
Veronica S. Peavey, CWDP
Detroit
Carrol Reaser-Parris, CWDP
Detroit
Sharron D. Richardson,
CWDP
Detroit
Robert Rushing, CWDP
Southfield
LaShawn M. Slay, CWDP
Detroit
Cynthia Taylor, CWDP
Detroit
Thuan Huu Tran, CWDP
Grand Rapids
Junjoy H. Vielhaber, CWDP
Harrison
Lisa L. Wayne, CWDP
Southgate
Janice R. Wilhelm, CWDP
Wayne
Kathy L. Willis, CWDP
Wayne
June M. Wilson, CWDP
Wayne
Antoinette Wirth, CWDP
Wayne

Minnesota

Ron E. Carlson, CWDP
Duluth
Bonnie B. Douglas, CWDP
Duluth
Ronald S. Gerst, CWDP
Duluth
Deborah A. Jackson, CWDP
Duluth
David L. Pelto, CWDP
Duluth
Peter A. Schwartz, CWDP
Duluth
Carol E. Turner, CWDP
Duluth

Montana

Rebecca M. Riedl, CWDP
Billings

North Carolina

Deltra J. Bonner, CWDP
Winston Salem

Mary Anne Forehand, CWDP
Winston Salem
Suzanne M. Orozco, CWDP
Raleigh
Harolyn S. Whitehead, CWDP
Raleigh

Nebraska

Bern P. Yuot, CWDP
Omaha

New Hampshire

Heather S. Carson, CWDP
Rochester
Beth Daniels, CWDP
Claremont
Susan M. Forte, CWDP
Meredith
Sarah Ladd Bennett, CWDP
Concord
Rich Paiva, CWDP
Conway
David Phreaner, CWDP
Exeter
Piper C. Reason, CWDP
Keene
Terri Tedeschi, CWDP
Concord

New Mexico

Mia E. Paiz, CWDP
Santa Fe

New York

Lori L. Fabritius, CWDP
Jamestown
Sherill A. Hampton, CWDP
Brooklyn
Holly E. Hewitt, CWDP
Jamestown
Julia I. Odion, CWDP
Brooklyn
Judy A. Shaffer, CWDP
Angola

Ohio

Christian J. Canova, CWDP
Akron
Meredith L. Kober, CWDP, LSW
Akron

Oregon

Diana M. Riggs-Nish, CWDP
Saint Helens

Puerto Rico

Marisel Canales-Del Valle, CWDP
Guaynabo
Jose I. Carrillo-Arroyo, CWDP
Guaynabo
Juan A. Castro-Ramirez, CWDP
Guaynabo

Tennessee

Candace P. Clemons-Sneed, CWDP
Memphis
Gayle W. Escamilla, CWDP
Lewisburg
Doris S. Starks, CWDP
Memphis

Texas

Mary Z. Afuso, CWDP
Corpus Christi
Kathryn S. Ashworth, CWDP
San Antonio
Terry Boord, CWDP
San Antonio
Larry R. Greene, CWDP
Houston
Juan Saucedo, CWDP
San Antonio
John A. Soto, CWDP
San Antonio
Jo B. Tucker, CWDP
San Antonio

Virginia

Elba N. Torres, CWDP
Woodbridge

Washington

Kimberly S. Mitchell, CWDP
Kelso

Wisconsin

Karen A. Engel, CWDP
Neenah
Dyana Katherine Fox, CWDP
Fond Du Lac
Rose M. Lund, CWDP
Fond Du Lac
Lorrie M. Potash, CWDP
Neenah
Richard J. Turner, CWDP
Neenah
Mary J. Welch, CWDP
Oshkosh

West Virginia

G. Deana Keener, CWDP
Fairmont
Alisha M. Meador, CWDP
Princeton
Natalie W. Rife, CWDP
Dunbar

Edgar L. Swain, IV, CWDP
Moorefield
Harriett G. Way, CWDP
Teays ♦

Endorsed CWDPs from February and May 2005

Business and Employer Services

Arkansas

Betty Sue Ragland, CWDP: BES, JSS
Harrison

Florida

John Krackowski, CWDP: BES
Port Saint Lucie

Hawaii

Teri L. Pang, CWDP: BES, JSS
Honolulu

Michigan

Arnold David Markowitz, CWDP: BES
Detroit

Virginia

Sharon H. Johnson, CWDP: BES, MS
Waynesboro

West Virginia

Robin A. Morgan, CWDP: BES
Beckley

Job Seeker Services

Arkansas

Karen S. Henry, CWDP: JSS
Harrison
Betty Sue Ragland, CWDP: BES, JSS
Harrison

Florida

Grace J. Bynum, CWDP: JSS
Ocala
Jacqueline N. Gamble, CWDP: JSS
Ocala
Donna Kijawski, CWDP: JSS
Inverness
La-Von J. Landis, CWDP: JSS
Ocala

Hawaii

Teri Pang, CWDP: BES, JSS
Honolulu
James E. Seatrix, CWDP: JSS
Honolulu

Michigan

Donna L. Jones, CWDP: JSS
Detroit
Lavonda I. Reid, CWDP: JSS
Detroit

Patsy A. Womack, CWDP: JSS
Detroit
Johnina Wardwell, CWDP: JSS
Muskogee

Management Services

Missouri

Kimberly Mildward, CWDP: MS
Maryville

Virginia

Sharon H. Johnson, CWDP: BES, MS
Waynesboro
Cecily Rodriguez, CWDP: MS
Richmond ♦

Reviewers from Page 1

complete. During the process Reviewers must read, assess, and score all of the applications individually. After the independent review of the application, the Reviewers participate in a lengthy conference call to discuss each application.

This process is completed for both the core CWDP and the three Endorsements.

Certification Reviewers:

- ◆ Sally Boofer
- ◆ Cheryl Cameron, CWDP
- ◆ Susan Corey, CWDP
- ◆ Rick Deady, CWDP
- ◆ Jill Elkins, CWDP
- ◆ Andre Hawkins, CWDP



Pictured from left to right: Tim Roff, CWDP; Sal Adamski, CWDP- NAWDP Board Chair; Andre Hawkins, CWDP; Hank Weisman; Charlotte Hearn, CWDP; Cheryl Cameron, CWDP; Paul Mendez, President of NAWDP; Lana McClain, CWDP; Tom Irwin, CWDP; Susan Corey, CWDP; Ann Merrifield, CWDP

- ◆ Charlotte Hearn, CWDP
- ◆ Tom Irwin, CWDP
- ◆ Lana McClain, CWDP
- ◆ Ann Merrifield, CWDP
- ◆ Randy Meyer, CWDP
- ◆ Sydelle Norris
- ◆ Tim Roff, CWDP
- ◆ Stan Schroeder
- ◆ Penny Shenk
- ◆ Rosemary Smith, CWDP

- ◆ Mark Sorensen, CWDP
- ◆ Chuck Sundberg, CWDP
- ◆ Limous Walker, CWDP
- ◆ Faye Wise, CWDP

The H. G. Weisman award is presented to the recipients for exceptional service to the field of workforce development and NAWDP. The award is named

for H. G. Weisman, who was the first board chair of the Partnership for Training and Employment Careers, later to be renamed the National Association of Workforce Development Professionals. Weisman attended the 16th Annual Conference and helped present the Certification Review Committee with their awards. ◆

What is CPD? from Page 1

for hour, so five hours of research related to a competency area is five hours toward your renewal requirement.

The key is that the professional development opportunities need to be related to at least one of the ten workforce development competency areas.

One question that is frequently asked is whether hours spent training or teaching others would qualify toward one's own professional development renewal hours.

The hours for teaching do **NOT** count toward one's continuing professional development. The reason is that the teaching is not improving one's professional development, as the goal of teaching is to improve other people's knowledge.

However, any hours spent doing research for the class to prepare oneself for teaching the subject can be counted instead. The Development Log would state the following:

- ◆ Date(s): Write-in the

date(s) the research was conducted.

- ◆ Course Title: Write the name of the course that one will be teaching.
- ◆ Training Provider: Write where the research was done, the journal, website, or other classes that one took for the research.
- ◆ Competency Area(s): List all of the competency areas that were covered while conducting the research.
- ◆ Hour(s): List the number of hours it took to complete the research

for the lesson.

In addition to hours for the background research, any classes that one takes to improve his or her presentation skills, such as a speech class or a class on creating presentations could also be counted toward the renewal hours.

Renewal Guidelines:

All CWDPs must renew their certification every three years. In order to renew, they must document at least 60 hours of continuing professional

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What is CPD? from Page 4

development within the ten competency areas.

If the CWDP originally rated himself a "1" or a "2" in any area, there must be at least one hour of continuing professional development within those competency areas, as this is showing professional development where one was not as knowledgeable previously.

The hours for renewal are counted as seat hours, so that if one attends a three-hour class, then one can record three hours on the Continuing Professional Development Log for that class.

The applicant must have an individual membership within a professional affiliation which is workforce development related at the time of his renewal.

The applicant must also agree to abide by the Code of Professional Ethics and Practices.

CWDPs will receive the Recertification Application about six months prior to their certification expiring, therefore it is important to maintain a current address with NAWDP.

The renewal application fee is \$50 and the renewal is for an additional three-years from the date the certification expired.

Endorsed CWDPs must show that at least 20 hours of their 60 hour are related to their Endorsement competency areas. ♦

Professional Development Organization

The easiest way to maintain your continuing professional development hours is to record the information onto your professional development log as soon as you have completed the training, class, or reading. This way you have all of the information already together and ready for renewal when you need it in three years. This makes your renewal process take minutes instead of hours as you do not have to compile your information.

However, if you like to procrastinate and only complete forms when they are due, you might want to try the following steps so that you can make sure that you have all of the information when you need it and this will at least save you time on your renewal.

First, make a folder called "Professional Development" and put it in your desk drawer.

This folder will be where you collect all of the information for anything that might be related to professional development and can be used for your renewal (see article *What is Continuing Professional Development?* on page 1 for more information about what constitutes professional development).

By keeping this folder, you will not need to complete your professional development log immediately after the training, but all of the necessary information will be collected for when you are ready to complete your renewal.

The next step is to save either the program, certificate of attendance, handouts, or other documents from the training in your folder when you come back from training. You only need to save one item with the information on it, so that your file does not get too out of control with multiple copies of the same information.

You will want to make sure that you mark on the document, which you are saving, the information that you will not remember three years after the training, such as the number of hours the training lasted, who the trainer was, where the training was located, and which competency areas were covered throughout the training.

In order to remember the different competency areas, staple a copy of the ten competency areas for a quick reference inside your professional development folder. If you originally rated yourself a "1" or a "2" on the Competency Rating Form highlight those competency areas, as you are required to provide at least one hour of professional development for them and the highlighted information will remind you of that.

If you are currently an endorsed CWDP, you would also want to enclose the different competency areas for your Endorsement, as you must also do professional development in these competency areas.

If you attend training where there is no program, write the following information down to file in the folder:

1. Date you attended
2. Location of the training
3. Name of presenter
4. Competency Areas covered during the training
5. Length of the training

Or if you read information record the following information:

1. Name of book, journal, or paper
2. Author
3. Date of the Publication
4. Competency Areas covered by the information
5. Amount of time spent going through the book

Continued on Page 6

Opportunities from Page 1

lished for NAWDP members, there is a one-page Mini-Lesson. The lesson focuses on a different competency area each month and is a good resource for people looking for a quick resource.

- ◆ If the single monthly Mini-Lesson in *The Advantage* is not enough reading for you, NAWDP publishes a book of Mini-Lessons that can be purchased from NAWDP (\$8 NAWDP members and \$12 non-members). NAWDP also has other publications, such as *Return on Investment Guidelines to Determine Workforce Development Input* and *The Anatomy of a Job Fair*. <http://www.nawdp.org/publications.htm>
- ◆ National Association of State Workforce Agencies' Center for Employment Security Education and Research (CESER) offers a free LMI@Work course, which helps one to understand **labor market information**, how it can be used daily, and the resources that are available for LMI. http://www.workforceatm.org/articles/template.cfm?results_art_filename=launchcourse2.htm
- ◆ The Urban Institute (www.urban.org) offers many research readings in different topic areas, such as an article on "The Relationship between Early Disability Onset and Education and Employment" by Pamela Loprest and Elaine Maag (September 2003) which would be a reading for the **Diversity** competency area. Look through the Urban Institutes' other reports for additional readings in various competency areas. <http://www.urban.org/url.cfm?ID=410992>
- ◆ The Cato Institute also offers many free studies on their website. "Job Losses and Trade A Reality Check" by Brink Lindsey (March 17, 2004) would be a reading for the **Business and Employer Knowledge** compe-

tency area, as would several other studies offered at www.cato.org. This website is for the article listed above is: <http://www.freetrade.org/pubs/briefs/tbp-019es.html>

Internet searches will provide many different opportunities for professional development, here are a few other places that would be good to look for additional articles or trainings:

- ◆ Center for Law and Social Policy (www.clasp.org) offers information on welfare, youth, transitional jobs, prisoner re-entry, and post-secondary education and training.
- ◆ State Workforce Development websites: Wisconsin and New Mexico provides history on Workforce Development System. Check to see if your state has the same information. Wisconsin: <http://www.dwd.state.wi.us/dwd/DWDHistory/default.htm#1883> and New Mexico: http://www.wia.state.nm.us/WIA_history.html
- ◆ Local community colleges offer classes that would cover many of the competency areas, such as **Technology, Program Management, Customer Service, or Collaboration and Problem Solving**. Take a class at a nearby campus or look into online classes if there is not a campus near you.
- ◆ *The Journal of Workforce Development* will mail its first issue to NAWDP members this fall. The journal will offer CWDPs additional reading opportunities.

If you have additional suggestions for other CWDPs send an email to nawdp@aol.com with information about the professional development opportunity and it will be included in an upcoming CWDP Newsletter. ◆

Organization from Page 5

If you do research, training, or reading online you would want to record the following information:

1. Date(s) completed the research, reading, or online training
2. Amount of time it took to complete the professional development
3. Website addresses that you were using for your information (you can either write the links down or print off the intro pages to the different sites)
4. Competency areas that you covered during your research or online reading

You might want to create a document on your computer where you can type all of the information listed above each time you complete professional development hours. This document would allow you to just print off the information when your renewal is due, as it is not mandatory that your information be printed on the form in the renewal application, as long as the required information is provided.

In addition to simplifying your renewal process, you will also be surprised at the amount of professional development you record. These hours can be used for purposes, such as impressing your boss with the amount of knowledge you have during your next review. ◆

Missing CWDPs

NAWDP is unable to contact the following CWDPs. If you know where they are or how to contact them, please email nawdp@aol.com with their new information. Or have the person directly contact NAWDP.

- ◆ Hugh Charles Berger, CWDP, Port Saint Lucie, FL
- ◆ Robert E. Brooks, CWDP, Abilene, TX
- ◆ Diana F. Conn, CWDP, New Castle, IN
- ◆ Lorraine J. George, CWDP, San Diego,

CWDP Info

CA

- ◆ Dana Greer, CWDP, El Cajon, CA
- ◆ Travis Lackey, Jr., CWDP, San Antonio, TX
- ◆ Nicholas J. McLain, CWDP, Portland, OR

Do Not Become Missing

Remember to update NAWDP with any address, email, name, phone number, or extension change. Email the information along with your

name to nawdp@aol.com or call (202) 589-1790.

Job Seeker Services Endorsement State Rankings

1. Idaho
2. Florida & Michigan
4. Arkansas & Hawaii

Management Services Endorsement State Rankings

1. Michigan
2. Idaho & Texas
4. Florida & Virginia

Business and Employer Services Endorsement State Rankings

1. Michigan
2. Idaho
3. Florida
4. Virginia & West Virginia

CWDP State Rankings

1. Texas
2. Florida
3. Michigan
4. Pennsylvania
5. California
6. Oregon
7. Arizona
8. Virginia
9. North Carolina
10. New York

Opinions expressed are not necessarily endorsed by NAWDP or its Board of Directors. Submissions are solicited from any CWDP and may be edited as appropriate and printed depending on space available, deadline for submission is the 15th of the month before. Published twice a year by The National Association of Workforce Development Professionals, 810 First Street, NE, Suite 525, Washington, DC 20002-4227. Phone (202) 589-1790. Fax (202) 589-1799. Email: nawdp@aol.com.

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