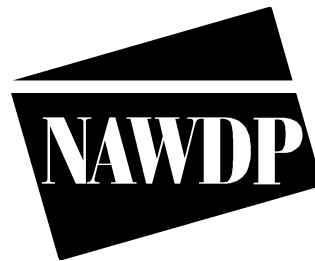


The Certified Workforce Development Professional (CWDP) program was created by the National Association of Workforce Development Professionals (NAWDP) in 1999 as a way to recognize the training, experience and expertise of individual workforce development professionals.

The CWDP credential after a person's name indicates that he or she is part of an elite group of individuals who have been nationally certified as satisfying rigorous standards of skill, education, experience, ethics and commitment to professionalism.

Use the CWDP credential when hiring and selecting program operators to ensure that services are being delivered by skilled professionals who know and use best practices.



NAWDP

810 First Street NE
Suite 525

Washington DC 20002-4227
202-589-1790

FAX: 202-589-1799
nawdp@aol.com
www.nawdp.org

What is a
**Certified
Workforce
Development
Professional
(CWDP)?**

A Guide for
Program Directors
and Workforce
Investment Boards

National Association of
Workforce Development
Professionals

What are the Requirements to Become a Certified Workforce Development Professional (CWDP)?

In order to be approved as a CWDP, an individual must meet certain minimum standards for formal education and work experience; document how and where knowledge and skill in 10 competency areas was obtained; submit two independent references rating their knowledge and skill in the 10 Workforce Development Competency Areas; agree to abide by the *NAWDP Code of Professional Ethics and Practices*; and maintain membership in a workforce development-related, individual membership professional association that sponsors workshops, conferences and/or a professional publication.

Is There a CWDP Curriculum?

No, the CWDP recognizes the skills, knowledge and abilities of a professional irrespective of how they were attained. Expertise may come through academic work, training, self-directed study and/or on-the-job experience. This makes the CWDP program a natural complement to many existing staff development activities.

How Are CWDP Applications Approved?

Each application to become a CWDP is reviewed by a committee of 12 peers who are CWDPs themselves.

The review process is conducted 4 times a year: February, May, August and November. Approval is not automatic: approximately 10-15% of applicants are rejected the first time they apply.

How Long is the CWDP Valid?

CWDPs must renew their certification every three years. In order to do so, they must document at least 60 hours of professional development activities addressing one or more of the 10 Workforce Development Competency Areas.

Where can one get an application to Become a CWDP?

A copy of the CWDP Application Package with complete instructions can be downloaded from <http://www.nawdp.org/certification.htm> or by calling the NAWDP Office: (202) 589-1790.

What Does the CWDP Cost?

The certification fee is \$75 for NAWDP members and \$150 for non-members. If an applicant is not approved for the CWDP, there is no refund of the fee, however the application can be submitted again within two review cycles without any additional application fee.

How Can I Determine Someone's CWDP Status?

NAWDP posts an alphabetical directory of current CWDPs on its website. Or, you may contact the NAWDP Office by phone, fax or email to confirm an individual's CWDP status.

How Can I Find CWDPs in my Area?

NAWDP posts a state directory of current CWDPs on its website. Or, contact the NAWDP Office for a list of CWDPs in your state.

What are the 10 Workforce Development Competency Areas?

1. History and Structure of the Workforce Development System.
2. Career Development Process.
3. Labor Market Information (LMI).
4. Diversity.
5. Customer Service.
6. Program Management.
7. Communication.
8. Technology.
9. Collaboration and Problem Solving.
10. Business and Employer Knowledge.

Who Administers the CWDP Program?

The CWDP Program is endorsed and administered by the National Association of Workforce Development Professionals.

What is NAWDP?

Since 1989, NAWDP has been the voice of the Workforce Development Profession. NAWDP members work in a variety of settings serving a wide variety of customers. In addition to administering the CWDP program, NAWDP publishes a monthly newsletter, sponsors a national conference, holds regional workshops, publishes professional books and manuals, and maintains a website with an online membership directory.