



# Community Action Partnership

## Certified Community Action Professional Enrollment Guide



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# Community Action Partnership

## Certified Community Action Professional

### General Enrollment Information

The Certified Community Action Professional (CCAP) program was officially launched in the Fall of 1992. CCAP is a peer recognition program that was developed after two years of extensive research and field-testing. It draws on the knowledge and insight over one hundred local community action professionals, who have contributed to a body of knowledge relevant to CAA management. Potential funders and community leaders who see that you are certified will know you have achieved national recognition for meeting the standards to be identified as a Community Action Professional. This certification program can benefit your agency's public image and give you an edge in competing for public and private grant funds.

Certification may also serve you personally when you decide to apply for higher positions in your agency or compete with other candidates. The standards embodied in the CCAP program ensure that future community action leaders in your community will carry on the vision and values of the movement's founders.

Carefully examine the Procedures Summary document. It explains the steps of the process, including your responsibilities and the program deadlines.

To become a candidate for certification:

1. You must complete the enclosed enrollment form and return it with payment information to the Community Action Partnership.
2. Read the enclosed copy of the Community Action *Code of Ethics*, sign it and return it with your completed enrollment form.

Once the Community Action Partnership receives an enrollment form, payment, and a signed *Code of Ethics*, you will be informed of your acceptance as a certification candidate. Your enrollment as a candidate is valid for up to three years from your enrollment date.

## **SUMMARY OF POLICY AND PROCEDURES RELATED TO CCAP CANDIDACY**

### **1. ENROLLMENT PROCESS**

To qualify for candidacy, the enrollee must submit the approved enrollment form and fee along with three letters of recommendation. [If you are employed by a Community Action Agency, one of these letters must come from the executive director of your agency. If you are an executive director, one of these letters must come from the president of the agency's board of directors. These letters of recommendation should come separately addressed to the Community Action Partnership office.] The applicant must also sign a statement agreeing to abide by the Community Action Partnership *Code of Ethics*.

There is no deadline for the submission of an enrollment form. Candidacy for certification is open for three years from the date the completed enrollment materials are received at the Community Action Partnership office.

Within 45 days after being notified of enrollment, a candidate may request a refund in writing. The refund fee is \$150 for materials and processing.

### **2. CANDIDATE DATA FORM**

This form must be completed, signed and dated by the candidate. Information contained on the form can be updated at any time by the candidate up to three years from the date the candidate's enrollment form is received by the Community Action Partnership.

Deadlines:

The *Candidate Data Form* must be submitted by the 3<sup>rd</sup> Wednesday in January of the year in which the candidate expects to take the certification examination. No additions to the *Candidate Data Form* can be accepted after that date for consideration in that year, except in special circumstances.

### **3. EXECUTIVE SKILLS PORTFOLIO**

The *Executive Skills Portfolio* must be completed, signed and dated by the candidate in the manner described in the Guidelines published on the Partnership website.

Deadlines

A candidate must submit a completed *Executive Skills Portfolio* by the 3<sup>rd</sup> Wednesday in February of the year in which the candidate expects to take the certification examination.

### **4. EXAMINATION**

Candidates who have submitted completed enrollment materials and achieved sufficient scores on their *Candidate Data Forms* and *Executive Skills Portfolios* within three years of the date of receipt of their enrollment materials by the Community Action Partnership are qualified to sit for the examination on that date, provided they are, in fact, employed at any of the following on the date of the examination: a CAA, a delegate agency of a CAA, a sub-grantee of a CAA, a CSBG eligible entity, a state or regional CAA association office, or a state Community Services Program office.

Deadlines

Candidates eligible to take the examination in that year must be informed of their eligibility to sit for the examination at least 45 days before the examination is scheduled to take place.

Registration for the examination must be received 30 days prior to the date of the examination.

Examination must be scored within 30 days from the date of the examination.

Candidates must be notified of examination results within 35 days from the date the candidate took the examination.

## **5. SCORES REQUIRED FOR CERTIFICATION**

5.1 In order to be qualified to sit for the certification examination, a candidate must achieve a combined score of at least 700 points on the *Candidate Data Form* and the *Executive Skills Portfolio*.

5.2 In order to pass the certification examination, the candidate must obtain a score of at least 700 points.

## **6. APPEAL PROCESS FOR A CANDIDATE WHO IS UNSUCCESSFUL IN COMPLETING THE REQUIREMENTS FOR CERTIFICATION**

Appeal procedure, candidate responsibilities:

A candidate may appeal to the Community Action Partnership in writing requesting a review of results. That written notice will be accepted only after the candidate has been informed that either: **a)** he/she has not obtained sufficient points to qualify to sit for the examination, or **b)** he/she has not obtained a sufficient composite score to achieve certification. That written notice must include all reasons for the appeal. The candidate must show cause for review of any scores received in the certification process. The appeal must demonstrate that a decision in the candidate's favor will result in sufficient points to either **a)** qualify to sit for the examination, or **b)** achieve certification.

Appeal procedures, Community Action Partnership's responsibilities:

The Community Action Partnership board chair will appoint an appeals committee, which will consist of CCAPs. The national president of Community Action Partnership will serve ex officio on that committee. The appeals committee may review documents relative to the appeal. Community Action Partnership notifies the candidate of its decision.

Deadlines:

The candidate's written appeal must be postmarked within 30 days from the date on which the score(s) under question were posted.

The Certification Commission has 60 days from the date of receipt of the appeal in which to make a response to the Appeals Committee. The Appeals Committee has 60 days from the date of receipt of the appeal and the Certification Commission response in which to make a judgment. That judgment will be reported to the Community Action Partnership's Board of Directors for approval or disapproval.

The candidate must be informed of Community Action Partnership's decision within 120 days from when the appeal was received in the Community Action Partnership's office.

**Community Action Partnership**  
**Certified Community Action Professional**  
**CANDIDACY ENROLLMENT FORM**

<b>Name:</b>		<b>Submission date</b>	
<i>Your Position -- You must also submit the Qualifying Position Worksheet; carefully read instructions on the next page of this form</i>			
<b>Your Employer:</b>			
<b>Address:</b>		<b>City/State/Zip Code:</b>	
<b>Office Phone:</b>	(    )	<b>Fax:</b>	(    )
<b>Work Email:</b>		<b>Alternate Email:</b>	
<b>My Employer is:</b>			
<input type="checkbox"/> A Community Action Agency <input type="checkbox"/> A delegate agency <input type="checkbox"/> A state Community Services Block Grant or Community Service Program <input type="checkbox"/> A state or regional CAA association <input type="checkbox"/> Other _____			
<input type="checkbox"/> <b>Check if you are part of a group of candidates whose enrollment fees are being "bundled" together in a single payment.</b>			
<b>Who is paying for your candidacy?</b>			
<input type="checkbox"/> My Community Action Agency or Delegate Agency <input type="checkbox"/> My State Association <input type="checkbox"/> My state Community Services Program Office <input type="checkbox"/> Other _____			

# MANAGEMENT OR EXECUTIVE STAFF QUALIFYING POSITIONS WORKSHEET

Your position in the agency or association \_\_\_\_\_

Length of time in this position = (\_\_\_\_) months **OR** (\_\_\_\_) full years

*To qualify for CCAP candidacy, you must have served in at least one position in your agency or association for at least 2 years (a full 24 months) in which 3 of the following 5 criteria have been met.*

*If you wish to submit this form for two positions, please copy this sheet and complete for the second position and submit both with your enrollment materials. The two positions must total at least 24 months of employment and three of the five criteria must be marked for each of those two positions.*

(Check "yes" or "no" to each of the following questions. None are to be left blank:)

1. This 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.

Yes \_\_\_\_ No \_\_\_\_

2. This position supervises at least one other employee.

Yes \_\_\_\_ No \_\_\_\_

3. This position includes the responsibility to report directly to the agency's board or to a board committee or to the Executive Director/CEO.

Yes \_\_\_\_ No \_\_\_\_

4. This position includes the responsibility, and attendant accountability, to administer a budget.

Yes \_\_\_\_ No \_\_\_\_

5. This position is a member of the Executive Team

Yes \_\_\_\_ No \_\_\_\_

By signing below, I attest to the truthfulness of the claims marked above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## COMMUNITY ACTION CODE OF ETHICS

**We, as Community Action professionals, dedicate ourselves to eliminating poverty in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity for work; and the opportunity to live in decency and dignity; and with respect for cultural diversity, commit ourselves to:**

- ☞ Recognize that the chief function of the community action movement at all times is to serve the best interests of the poor, thereby serving the best interests of all people.
- ☞ Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- ☞ Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
- ☞ Keep the community informed about issues affecting the poor; facilitate communication by the poor with locally elected public officials and the private sector.
- ☞ Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- ☞ Exercise whatever discretionary authority we have under the law to promote the interest of the poor.
- ☞ Lead the community action movement with respect, concern, courtesy, and responsiveness, recognizing that service to the poor is beyond service to oneself.
- ☞ Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our community action activities in order to inspire confidence and trust in the community action movement.
- ☞ Serve in such a way that we do not realize undue personal gain from the performance of our professional duties.
- ☞ Avoid any interest or activity that is in conflict with the conduct of official duties.
- ☞ Respect and protect privileged information to which we have access in the course of official duties.
- ☞ Strive for professional excellence and encourage the professional development of our associates, including those seeking to become certified community action professionals

I have read the Community Action Code of Ethics carefully and agree to abide by it.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## CCAP Enrollment Payment Order Form

### CCAP Enrollment Fees\* - MEMBERS ONLY

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
Nine, and the number of additional Candidates, <i>n</i>	\$200	$\$2,100 + n * \$200$

<p><b>Enter the Enrollment and Examination Fee from the Cumulative Column That Corresponds to the Number of Candidates from Your Member Organization Enrolling in the Current CCAP Year</b></p>	<p style="text-align: right;">\$ _____</p>
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### CCAP Enrollment Fees\* – NON-MEMBERS ONLY

Item	Price	Quantity	Cost
Enrollment fee	\$635 (non-member)		
Enrollment plus prepayment of examination fee	\$715 (non-member)		

**Subtotal \$** \_\_\_\_\_

*\*Note: Fee is for 3 Year Candidacy Including Examination Fee. All Candidates in the Selected Package Must Enroll in Same CCAP Year.*

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# CCAP Enrollment Payment Submission Form

## Payment Options: check, purchase order, or credit card

Check (Please make checks payable to Community Action Partnership.)

Purchase Order # \_\_\_\_\_

AMEX       MasterCard       VISA       Discover

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature:  
\_\_\_\_\_

Contact phone # for questions \_\_\_\_\_

*If this includes payment for CCAP candidacy, give the name(s) of person(s) covered in this payment:*

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