

3rd Edition

ESSENTIAL GUIDE TO CAREER CERTIFICATIONS

New certifications, current pricing and all links verified!

Includes detailed information, eligibility requirements,
program pricing and more for 50+ credentials!

Created by

Paula Brand

Career Consultant ~ MS, GCDF, JCTC, CPRW

Published March 2017

History about this publication:

The idea for this guide started as a detailed handout for a presentation I gave on career certifications and professional organizations at the 2010 Raising the Bar conference in Maryland. In early 2013, it evolved into an electronic publication with 35+ entries and was released (with the unequalled help of my colleague Shahrzad Arasteh). In 2015, I revised it and added more to include 40+ designations. Over the years, this project has been a labor of love, driven by my passions for lifelong learning and the field of careers.

A note about The Guide:

This is not meant to be an exhaustive list of every career certification that exists. Just like the 2015 edition, this year some designations are no longer offered and some have been added to now include 50+. As new certifications have been included over the years, all remain in the realm of career coaching and career development. I don't ever plan to reach too wide a scope (such as adding types of coaching outside of careers). However, it would be practical to add more sections that are related to career development such as: assessments, human resources, training and certifications from other countries (this list is mainly based in the United States). If you know of some certification programs that are not listed, please write me at paula@paulabrand.com to let me know.

Certifications are growing in our field of careers and they are becoming more numerous every day. However, there is still no one professional organization monitoring all career certifications. International Coaching Federation (ICF) is one of the biggest, though there are many others. You'll see ICF mentioned a lot throughout this publication because they approve many of the available coaching certification training programs. One of the biggest changes this year is with the National Career Development Association (NCDA). They are retiring their previous designations and have created five new certification programs, which are rolling out in 2017.

I am happy to present this latest edition. I know it will save you time and it can help you develop in your own career as you help others grow in theirs.

~Paula

Disclaimers:

I can certify that this content is correct as of March 2017, but the moment it's published, the material can change. It is the best information I could find, but some data is not listed publically and sometimes people don't reply to my inquiries. And of course, I'm human, so I apologize in advance for any errors that are my fault. This document is providing information only and is not responsible for any decision readers may choose to make about the certifications or the organizations which offer them. I encourage you to use this guide as a starting point and to further research any certification (and provider) prior to making a decision to pursue it. You may, for instance, wish to speak with others who have previously attended a particular program or completed the certification process in which you have interest. Also, you might read this article on NCDA's website http://www.ncda.org/aws/NCDA/pt/sd/news_article/102985/_self/layout_details/false that explains many of the aspects you should consider when selecting a training program for certification.

Key for the codes:

The following codes indicate the training and experience required, either as stated by the certifying body, or based on the (implied) level of expertise and experience which correspond with the requirements.

A = 0-3 years of experience **B = 4-9** years of experience **C = 10 or more** years of experience

* Please note that although some entries may not specifically indicate a minimum requirement (falling in the A category), there is still the assumption and expectation that applicants have professional, related work experience and may or may not be new to the career field. It may also simply indicate that the certifying organization may not require documented prior experience, training, etc. before you enroll in the training that will lead to the certification.

AUTHOR:

Paula Brand
Brand Career Management
www.PaulaBrand.com
Paula@PaulaBrand.com

PLEASE STAY CONNECTED

Connect with me at *LinkedIn.com/in/paulabrandcareers* and remind me that you attended today
Follow me on Twitter at *Twitter.com/brandcareermgmt*
Like BCM's fb page at *facebook.com/BrandCareerManagement*

Table of Contents

Introduction - Page 2	Certified Federal Job Search Trainer (CFJST) - Page 17
Key Codes - Page 3	Certified Master of Career Services (CMCS) - Page 18
Academy Certified Profile Writer (ACPW) - Page 5	Certified Master Résumé Writer (CMRW) - Page 18
Academy Certified Résumé Writer (ACRW) - Page 5	Certified Personal Brand Strategist (CPBS) - Page 19
Advanced Résumé Writing Certification (ARWC) - Page 6	Certified Professional Career Coach (CCPC) - Page 19
Associate Certified Coach (ACC) - Page 6	Certified Professional Co-Active Coach (CPCAC) - Page 20
Board Certified Coach (BCC) - Page 7	Certified Professional in Online Job Search & Reputation Management (OJSRM) - Page 20
Career Management Associate (CMA) - Page 7	Certified Professional Résumé Writer (CPRW) - Page 21
Career Management Fellow (CMF) - Page -8	Certified Résumé Specialist (CRS + X) - Page 21
Career Management Practitioner (CMP) - Page 9	Certified University/MBA Career Management Coach (CCMC) - Page 22
Certified Advanced Résumé Writer (CARW) - Page 9	Certified Workforce Development Coach (CWDC) - Page 22
Certified Brain-Based Success Coach (CBBSC) - Page 10	Certified Workforce Development Professional (CWDP) - Page 23
Certified Brain-Friendly Job Search Coach (CBJSC) - Page 10	Certified Workforce Specialist (CWS) - Page 23
Certified Career Coach (CCC)/Career Coach Institute - Page 10	Credentialed Career Manager (CCM) - Page 24
Certified Career Coach (CCC)/Five O’Clock Club - Page 11	Dependable Strengths (DS) - Page 24
Certified Career Counselor (CCC) - Page 11	Distance Credentialed Counselor (DCC) - Page 25
Certified Career Counselor Educator (CCCE) - Page 12	Global Career Development Facilitator (GCDF) - Page 26
Certified Career Management Coach (CCMC) - Page 13	Job and Career Development Coach (JCDC) - Page 26
Certified Career & Talent Development Coach (CCTDC) - Page 13	Job and Career Transition Coach (JCTC) - Page 27
Certified Career Transition Coach (CCTC) - Page 14	Master Career Director (MCD) - Page 27
Certified Career Services Provider (CCSP) - Page 14	Master Certified Coach (MCC) - Page 28
Certified Clinical Supervisor of Career Counseling (CCSCC) - 15	Master Military Résumé Writer (MMRW) - Page 28
Certified Employment Interview Consultant (CEIC) - Page 15	Master Résumé Writer (MRW) - Page 29
Certified Employment Interview Professional (CEIP) - Page 16	Nationally Certified Résumé Writer (NCRW) - Page 29
Certified Executive & Leadership Development Coach (CELDC)- Page 16	Professional Certified Coach (PCC) - Page 30
Certified Executive Résumé Master (CERM) Credential - Page 17	Social Branding Analyst Certification (SBAC) - Page 31
Certified Federal Career Coach (CFCC) - Page 17	Workplace Excellence Certified Facilitator (WEFCF)- Page 31

CREDENTIAL: Academy Certified Profile Writer (ACPW), AKA Social Media Profile Writing Certification
CREDENTIALLING ORGANIZATION: Résumé Writing Academy (RWA) http://www.resumewritingacademy.com/ This program is under the umbrella of the Career Thought Leaders (CTL).
AREA OF FOCUS: Career management of online presence, Branding
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$1895. Can be completed in group web classes or by self-study.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Training consists of 5 web classes with homework assignments and completion of independent writing projects. No renewals or memberships are required. Program offers 32 CEUs upon completion.



CREDENTIAL: Academy Certified Résumé Writer (ACRW)
CREDENTIALLING ORGANIZATION: Résumé Writing Academy (RWA) http://www.resumewritingacademy.com/ Originally founded by Wendy Enelow and Lousie Kursmark. This program is under the umbrella of the Career Thought Leaders (CTL).
AREA OF FOCUS: Résumé writing
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$1895 all costs included. Part I - Teleseminar Classes (including weekly homework assignments). Part II – Three Independent Learning Programs (industry-specific resume & cover letter writing projects). The training and certification process can be completed in approximately three months.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): You can either attend the training in a live teleseminar format or complete the self-paced program. Once the course is completed, 32 CEUs are awarded.



CREDENTIAL: Advanced Résumé Writing Certification (ARWC)
CREDENTIALLING ORGANIZATION: The Jay Block Companies https://jayblock.com/certification-programs/
AREA OF FOCUS: Résumé writing
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$595 for a 4-6 week program of weekly sessions by phone or Skype.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): There are no renewal requirements.



CREDENTIAL: Associate Certified Coach (ACC)
CREDENTIALLING ORGANIZATION: International Coach Federation (ICF) http://coachfederation.org/credential/
AREA OF FOCUS: Coaching
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: Application fee (does not include cost for coach training/classes): From \$100-600 depending on method and membership status. (ICF Members pay up to \$400; non-members pay up to \$600.) Depending on the path, it can take up to 14 weeks to receive an approval decision.
<p>OTHER FACTS (INCLUDING RENEWAL INFORMATION): There are three paths to obtain this certification:</p> <p>Receiving ACC through the ACTP path requires: 1) Completion of certification requirements with an ACTP 2) Minimum of 100 coaching hours (75 of which must be paid) and 8 coaching clients and 3) Completion of the Coach Knowledge Assessment. 4 weeks for review of application.</p> <p>Receiving ACC through the ACSTH path requires: 1) 60 hours of coach specific training through an ACTP or ACSTH program 2) 10 hours with a mentor coach 3) Minimum of 100 coaching hours (75 of which must be paid) and 8 coaching clients (at least 25 of these hours must occur within the 18 months prior to submitting the application for the credential) and 4) Completion of the Coach Knowledge Assessment. 4 weeks for review of application.</p> <p>Receiving ACC through the Portfolio path requires: 1) 60 hours of coach specific training 2) 10 hours with a mentor coach 3) Minimum of 100 coaching hours (75 of which must be paid) and 8 coaching clients (at least 25 of these hours must occur within the 18 months prior to submitting the application for the credential) 4) Completion of the Coach Knowledge Assessment and 5) A recorded coaching session. 14 weeks for review of application.</p>

Recertification requires: a) Continuing Coaching Education every 3 years (as of Dec 31, 2016, at least 3 of these hours must be on coaching ethics) b) Submission of the renewal application with appropriate documentation c) Participation in at least 40 hours of Continuing Coach Education (CCE), with at least 24 hours in [Core Competencies](#) and d) Ten hours of additional mentor coaching (beyond the initial 10 hours to obtain certification). Renewal fee is \$175 for member and 275 for non-members.

CREDENTIAL: Board Certified Coach (BCC)

CREDENTIALLING ORGANIZATION: Center for Credentialing and Education (CCE) <http://www.cce-global.org/Credentialing/BCC>

AREA OF FOCUS: Coaching

PRIOR EXPERTISE LEVEL REQUIRED: B

COST/LENGTH: \$229 - 279 for application review (depending on eligibility criteria). Review can take up to 18 days.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): Requirements to obtain this certification differ depending on your previous education and experience. Each method requires variations of these steps 1) Proof of education 2) Completion of professional coach training from a CCE-approved program (30-120 hours) 3) Verified previous coaching experience (30-2500 hours) 4) A professional endorsement and 5) Successful completion of the BCC exam.

Specialty designations are available for Executive/Leadership Coaching, Career Coaching, Health/Wellness Coaching and Life Coaching. These designations require additional documentation and fees.

Renewal requirements: 100 clock hours of continuing education every five years (clock hours must cover BCC competency areas, including three on ethics). An annual maintenance fee of \$40 is also required.

CREDENTIAL: Career Management Associate (CMA)

CREDENTIALLING ORGANIZATION: Institute of Career Certification International (ICCI) <http://www.careercertification.org>

AREA OF FOCUS: Career professional
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: Application fee: \$100. Annual membership fee: \$100. Application review takes approximately 4-6 weeks.
<p>OTHER FACTS (INCLUDING RENEWAL INFORMATION): Requires up to three years of work experience in the career professional field. An Associate is at the beginning or “in-training” level prior to Certification with ICCI. Those who are eligible for Certification as a Practitioner should not apply for the Associate level.</p> <p>Certification process includes the application, contacting a Fellow Mentor, submitting required documents (including proof of academic degree or equivalent, letter of support, and additional documentation outlined by ICCI), and demonstration of ICCI-identified competencies. In the future, there may be a “fast-track” option process. Check the website for updated information.</p> <p>Renewal is required every 4 years however after that time, some may be eligible to move on to the CMP instead of renewing. Recertification requirements are currently being reviewed (as of March 2017). Check the website for updated information.</p>



CREDENTIAL: Career Management Fellow (CMF)
CREDENTIALING ORGANIZATION: Institute of Career Certification International (ICCI) http://www.careercertification.org
AREA OF FOCUS: Career professional
PRIOR EXPERTISE LEVEL REQUIRED: B-C
COST/LENGTH: The standard rate is \$250 application fee and \$175 annual fee. Strategic Alliance member rate is \$200 application fee and \$175 annual fee. Application review takes approximately 4-6 weeks.
<p>OTHER FACTS (INCLUDING RENEWAL INFORMATION): A Career Management Fellow is a leader in the career professional field. It requires twelve years of work experience, at least six in the career professional field. Certification process includes the application, contacting a Fellow Mentor, submitting required documents (including résumé and proof of academic degree or equivalent, letter of support, and additional documentation outlined by ICCI), and demonstration of ICCI-identified competencies. An interview is required for those who meet all other requirements to be a CMF.</p> <p>Renewal is required every 4 years (\$250 for non-members and \$200 for active Strategic Alliance members) and requires an annual fee (additional cost).</p>



CREDENTIAL: Career Management Practitioner (CMP)
CREDENTIALLING ORGANIZATION: Institute of Career Certification International (ICCI) http://www.careercertification.org
AREA OF FOCUS: Career professional
PRIOR EXPERTISE LEVEL REQUIRED: B
COST/LENGTH: The standard rate is \$250 application fee and \$175 annual fee. Strategic Alliance member rate is \$200 application fee and \$175 annual fee. Application review takes approximately 4-6 weeks.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): A Career Management Practitioner level requires eight years of work experience, at least four in the career services field. Certification process includes the application, contacting a Fellow Mentor, submitting required documents (including résumé and proof of academic degree or equivalent, letter of support, and additional documentation outlined by ICCI), and demonstration of ICCI-identified competencies. Renewal is required every 4 years (\$250 for non-members and \$200 for active Strategic Alliance members) and requires an annual fee (additional cost).



CREDENTIAL: Certified Advanced Résumé Writer (CARW)
CREDENTIALLING ORGANIZATION: Career Directors International (CDI) http://www.careerdirectors.com
AREA OF FOCUS: Résumé writing
PRIOR EXPERTISE LEVEL REQUIRED: A (however previous study and practice in the art of résumé writing is expected)
COST/LENGTH: Step One 1) Submit fee to begin the process (\$50 for members and \$317 for non-members) and receive the CDI Resume Certification Guide, 2) Submit a sample to be admitted to start the process and pay \$150 exam fee and 3) If approved, move forward with the CARW exam process/Step Two. If denied approval, you can submit a new sample (\$25 fee for each additional sample to be reviewed by CDI). Step Two: 1) Create a cover letter and résumé (in 7 days). 2) Answer short essays (in 3 days) and 3) Take a final exam (within 60 minutes). A Résumé Mastery Course is offered by CDI to prepare for the successful completion of the CARW certification process, which includes the cost of certification (\$1,877 for members and \$2144 for non-members).
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Completion requires CDI membership and a tiered, 2-step process (with multiple parts for each step) including progressive requirements and final exam. Renewal requires continuing education (30 CEUs) and a renewal fee of \$50 every two years.



CREDENTIAL: Certified Brain-Based Success Coach (CBBSC)
CREDENTIALLING ORGANIZATION: The Academies http://www.theacademies.com/cbbse/ Founder: Susan Whitcomb
AREA OF FOCUS: Career coaching, Neuropsychology
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: Four payments of \$602 (\$2408) for 15 1 ½ hour teleseminar/webinar sessions.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This Academy program has been approved by the International Coach Federation (ICF) as part of their Accredited Coach Training Program (ACTP) for training.



CREDENTIAL: Certified Brain-Friendly Job Search Coach (CBJSC)
CREDENTIALLING ORGANIZATION: The Academies http://www.theacademies.com/certified-brain-friendly-job-search-coach/ Founder: Susan Whitcomb
AREA OF FOCUS: Job search coaching, Neuropsychology
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$2597 for 15 two-hour teleseminar/webinar sessions.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Pre-requisite requirement of previous completion of 30 hours of coaching training through an ICF approved program. This content will be geared towards the MBA or University coaches.



CREDENTIAL: Certified Career Coach (CCC)
CREDENTIALLING ORGANIZATION: Career Coach Institute (CCI) http://www.careercoachinstitute.com/training Founder: Marcia Bench
AREA OF FOCUS: Career coaching

PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$2497 for a 12 week class. Certification fee is separate.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Process involves multiple steps: 1) Listen to pre-recorded or live training, 2) Read required content and pass quizzes, 3) Conduct practice coaching sessions (minimum of 50 hours of coaching with at least 5 different clients who have completed a Coaching Client Evaluation Form) and 4) Pass final exam. The application and certification fee can then be submitted.
The certification is valid for three years. Renewal requires 30 hours of continuing education credit.



CREDENTIAL: Certified Career Coach (CCC)
CREDENTIALLING ORGANIZATION: The Five O’Clock Club® https://fiveoclockclub.com/become-a-coach/
AREA OF FOCUS: Career coaching
PRIOR EXPERTISE LEVEL REQUIRED: B
COST/LENGTH: \$1650 for the total program cost which includes eight weekly web-based classes.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Previous experience is required to apply for this designation (eligibility criteria varies depending on your role). At a minimum, it will include professional experience, an excellent LinkedIn profile and personal experience with career transition. The process includes individual reading and web-based instruction along with proof of pro bono coaching for a minimum of eight sessions. After successful completion of the curriculum, you must submit a case study and conduct a 15- minute oral presentation on the case study. Upon successful completion of the program, you will be recognized by The Five O’Clock Club as a Certified Career Coach and an active member of the Coaching Network.



CREDENTIAL: Certified Career Counselor (CCC)
CREDENTIALLING ORGANIZATION: National Career Development Association (NCDA) www.ncda.org
AREA OF FOCUS: Career counseling

PRIOR EXPERTISE LEVEL REQUIRED: B-C
COST/LENGTH: \$145 (Annual maintenance fee is \$40).
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This certification was created in 2017 in an attempt to differentiate credentials of the many different types of career professionals. It requires an advanced degree in counselor education, counseling psychology or other closely related degree (with required core coursework) and a minimum of 600 hours of clinical experience in career counseling, pre or post degree, under the supervision of a career counselor OR a minimum of 60 hours of approved continuing education units in career development research, theory or practice. Renewal is required every three years and requires an annual maintenance fee and recertification criteria, including 30 hours of continuing education clock hours.



CREDENTIAL: Certified Career Counselor Educator (CCCE)
CREDENTIALING ORGANIZATION: National Career Development Association (NCDA) www.ncda.org
AREA OF FOCUS: Developing, implementing and supervising the preparation of career professionals who seek a specialization in career counseling
PRIOR EXPERTISE LEVEL REQUIRED: B – C (Intended for faculty and counselor educators focused in the career field).
COST/LENGTH: \$145 (Annual maintenance fee is \$40).
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This certification was created in 2017 in an attempt to differentiate credentials of the many different types of career professionals. Eligibility criteria includes a Doctorate in counselor education, counseling psychology or other closely related degree, experience teaching master’s level student counselors (at least three times) and evidence that you have focused on career counseling. The online application process involves documenting education, a résumé/CV, sample syllabus, three professional references and attestations. Once approved, you can move to the next phase, involving completion of case studies. Renewal is required every three years. You must pay an annual maintenance fee and complete a recertification process which includes proving 30 hours of continuing education clock hours during the previous three years.



CREDENTIAL: Certified Career Management Coach (CCMC)
CREDENTIALLING ORGANIZATION: The Academies http://www.theacademies.com/legacy-ccmc/ Founder: Susan Whitcomb
AREA OF FOCUS: Coaching
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: Four payments of \$677 (\$2708), which includes cost of exam, for small group training plus you must purchase the book <i>Co-Active Coaching</i> on your own. The program is 30 hours, completed in 15 weeks of two-hour teleseminar/webinar classes. Depending on your current credentials, there may be an additional requirement of completing five, one-hour coaching sessions
OTHER FACTS (INCLUDING RENEWAL INFORMATION): After successfully completing the training, you may sit for the exam which includes a short multiple choice test and a 45-minute coaching evaluation. This Academy program has been approved by the International Coach Federation as an Approved Coach Specific Training Hours Program (ACSTH) for 30 hours of training.



CREDENTIAL: Certified Career & Talent Development Coach (CCTDC)
CREDENTIALLING ORGANIZATION: The Academies http://www.theacademies.com/programs/cctdc/ Founder: Susan Whitcomb
AREA OF FOCUS: Career coaching
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: Four payments of \$902 (\$3608) for 12, two-hour weekly sessions, plus six hours on-demand audio bonuses (up to 30 hours total) weeks and five one-on-one individual mentoring coaching sessions follow the group training.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This Academy program has been approved by the International Coach Federation (ICF) as part of their Accredited Coach Training Program (ACTP) for 30 hours of training.



CREDENTIAL: Certified Career Transition Coach (CCTC)
CREDENTIALLING ORGANIZATION: Career Thought Leaders (CTL) https://www.careerthoughtleaders.com/certifiedcareercoach Originally founded by Career Bridge Institute, it is now under the CTL umbrella.
AREA OF FOCUS: Career development
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$745 for CTL Associates. \$795 for non CTL Associates.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): The class can be taken live or through self-study. This program is currently under review for approval to award continuing education credit through ICF.



CREDENTIAL: Certified Career Services Provider (CCSP)
CREDENTIALLING ORGANIZATION: National Career Development Association (NCDA) www.ncda.org
AREA OF FOCUS: Career development
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$100 (Annual maintenance fee is \$40).
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This certification was created in 2017 in an attempt to differentiate credentials of the many different types of career professionals. The process requires completion of training (Facilitating Career Development curriculum), an online application and documentation including: training verification, references, agreement to follow the NCDA Code of Ethics and completion of case studies. Renewal is required every three years. You must pay an annual maintenance fee and complete a recertification process which includes proving 30 hours of continuing education clock hours during the previous three years.



CREDENTIAL: Certified Clinical Supervisor of Career Counseling (CCSCC)
CREDENTIALLING ORGANIZATION: National Career Development Association (NCDA) www.ncda.org
AREA OF FOCUS: Clinical supervision of career counselors and practitioners
PRIOR EXPERTISE LEVEL REQUIRED: B-C (Intended for individuals who serve as clinical supervisors to career counselors and practitioners).
COST/LENGTH: \$145 (Annual maintenance fee is \$40).
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This certification was created in 2017 in an attempt to differentiate credentials of the many different types of career professionals. There are three ways to qualify: Complete a 45-hour NCDA training in Career Practitioner Supervision or a 40 contact hour university course in clinical supervision or complete at least 900 hours or three years of clinical supervision. Depending on which way you qualify, documentation requirements may include: résumé, proof of education and continuing education, video of supervisory session, proof of supervision training and attestations. Renewal is required every three years and requires an annual maintenance fee and recertification criteria, including 30 hours of continuing education clock hours.



CREDENTIAL: Certified Employment Interview Consultant (CEIC)
CREDENTIALLING ORGANIZATION: Career Directors International (CDI) http://www.careerdirectors.com
AREA OF FOCUS: Employment interviewing and salary negotiation
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: “Turn-key” program costs \$1297 (members) or \$1564 (non-members; includes membership fee) which includes a copy of <i>Interviewing: The Gold Standard</i> . Self-paced modules (19 in total) can be completed in six weeks but must be completed within one year of starting program.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): The CEIC certification must be renewed every three years by purchasing the program update modules. Depending on new content, there may be 1-5 modules released and purchased separately.



CREDENTIAL: Certified Employment Interview Professional (CEIP)
CREDENTIALLING ORGANIZATION: Professional Association of Résumé Writers and Career Coaches (PARW/CC) http://www.parw.com Originally created by Jay Block
AREA OF FOCUS: Employment interviewing
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$695 for self-paced, home study training course and exam. Membership is \$150 per year.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Process includes completion of course material and a final exam (24 hours to complete). No continuing education or renewal required. However, you must remain an active PARW/CC member to keep certification active. If membership expires, you must redo application and exam.



CREDENTIAL: Certified Executive & Leadership Development Coach (CELDC).
CREDENTIALLING ORGANIZATION: The Academies http://www.theacademies.com/programs/cel/dc/ Founder: Susan Whitcomb
AREA OF FOCUS: Coaching
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: Four payments of \$677 (\$2708), for the 12 week program (meetings are in teleseminar/webinar format 2 hours each). Cost includes two mentoring/coaching sessions with the Founder of the program, Susan Whitcomb. Depending on your current credentials, there may be an additional requirement of completing five, one-hour coaching sessions. Additional fees apply if more coaching sessions are needed.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This program is approved by ICF for 33 hours of training. Unless you hold an ICF credential (ACC, PCC or MCC) OR have already completed five hours of mentor coaching when taking The Academies' Certified Career Management Coach program, you will also need to complete five mentor coaching calls.



CREDENTIAL: Certified Executive Résumé Master (CERM) Credential
CREDENTIALLING ORGANIZATION: : Career Directors International (CDI) http://www.careerdirectors.com
AREA OF FOCUS: Résumé writing
PRIOR EXPERTISE LEVEL REQUIRED: B-C
COST/LENGTH: \$297 for CDI members and \$564 for non CDI members (which includes the required membership). If you need to submit an additional portfolio, an additional processing fee of \$95 will be charged. Review process takes approximately 4 weeks. Renewal fee is \$95.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): To qualify for application, you must already hold a recognized résumé certification and have experience working with executives (with a body of work from that experience). The process involves multiple steps which include submitting a portfolio of previous work with executives plus two short competency reviews. Renewal is required every three years, which involves updating requirements and continued CDI membership.



CREDENTIAL: Certified Federal Career Coach (CFCC) and Certified Federal Job Search Trainer (CFJST)
CREDENTIALLING ORGANIZATION: The Résumé Place http://www.resume-place.com/ Founder: Kathryn Troutman
AREA OF FOCUS: Résumé writing/Federal résumés and Federal job search
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$2435 – \$2735 (depending on your organization’s type and whether they are enrolling multiple members for certification) for a three day course. Can also be completed via webinar format over a longer period of time. The fees are the same regardless of format.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This training is based on Ten Steps to a Federal Job and its completion gives attendees two certifications: Certified Federal Career Coach (CFCC) and Certified Federal Job Search Trainer (CFJST). Certificates are valid for 3 years. There are now three options for getting recertified with varied formats. Recertification fee is \$1740 (discounts may be available for multiple registrants of certain formats).



CREDENTIAL: Certified Master of Career Services (CMCS)
CREDENTIALLING ORGANIZATION: National Career Development Association (NCDA) www.ncda.org
AREA OF FOCUS: Career development
PRIOR EXPERTISE LEVEL REQUIRED: B or C (Intended for non-counselors who have mastered a variety of roles within the career profession).
COST/LENGTH: \$145 (Annual maintenance fee is \$40).
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This certification was created in 2017 in an attempt to differentiate credentials of the many different types of career professionals. Eligibility criteria includes, a Bachelor’s degree in any major and 10 years of full time (20,000 hours) work experience in the field of career services/development OR a Master’s degree (or higher) and five years of full time (10,000 hours) of career related work experience. The online application process involves documenting experience and education, a résumé, three professional references, agreement to follow the NCDA Code of Ethics, and completion of case studies. Renewal is required every three years and requires an annual maintenance fee and recertification criteria, including 30 hours of continuing education clock hours.



CREDENTIAL: Certified Master Résumé Writer (CMRW)
CREDENTIALLING ORGANIZATION: Career Directors International (CDI) http://www.careerdirectors.com
AREA OF FOCUS: Résumé writing
PRIOR EXPERTISE LEVEL REQUIRED: B
COST/LENGTH: Credential registration fee of \$297 for members and \$564 for non-members (which includes CDI membership). Upon registration, you will receive a copy of CDI’s Résumé Writing Guide (\$39.95 value). Fee of \$95 for additional submissions beyond first attempt.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Must currently possess a recognized résumé writing certification and be an experienced résumé writer. Submit a portfolio as part of the application, including: 1) The fee, 2) Either an essay outlining your philosophy and approach to résumé writing and your qualifications for the CMRW, or an article related to résumé writing which demonstrates your knowledge and expertise (each no less than 1000 words) and 3) Seven professional resumes, one ASCII resume conversion and two

cover letter samples. Each must include a brief description of (a) the project situation / challenge, (b) explanation of choices for document style and information inclusion and (c) job seeker results (if known).

The portfolio will be judged by a panel of CMRWs. Review and evaluation takes 4-6 weeks. CDI membership is required for achieving and maintaining credential. Must be renewed every three years. Renewal process includes: \$75 fee plus additional résumé samples and one cover letter submission.

CREDENTIAL: Certified Personal Brand Strategist (CPBS)

CREDENTIALLING ORGANIZATION: Career Thought Leaders (CTL) <https://www.careerthoughtleaders.com/personalbrandstrategist>
Originally founded by William Arruda of REACH, it is now under the CTL umbrella.

AREA OF FOCUS: Branding, Coaching

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: \$2997 for 11 hours of live webinar sessions (early bird rate is \$2497). Discounts apply for CTL members. Credit of \$497 is applied if you are already a 360Reach Certified Analyst.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): Training also includes the 360Reach Certified Analyst credential and enrollment in the next Social Branding Certified Analyst class. Annual recertification fee is \$397 for CPBS (no annual re-certification is required for the 360Reach Analyst credential). Late fees apply for tardy registration and not completing Learning Confirmation on time. This program is approved by ICF for eleven hours of training (must attend live to receive credit for hours and must notify CTL ahead of training if requesting ICF hour recognition).

CREDENTIAL: Certified Professional Career Coach (CPCC)

CREDENTIALLING ORGANIZATION: Professional Association of Résumé Writers and Career Coaches (PARW/CC) <http://www.parw.com>
Content developed by Diane Hudson

AREA OF FOCUS: Coaching

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: \$1195 includes all course materials and exam. Self-paced, six modules (includes videos, manual, and other resources) and exam. Can take 8-12 weeks but must be completed within one year. Membership is required and costs \$150 annually.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): PARW/CC Membership is a prerequisite for CPCC training and testing, and to maintain the credential. Testing involves four hours of verifiable coaching experience along with other documentation. This credential has been around since 1990 but the course content was updated November 2016.

CREDENTIAL: Certified Professional Co-Active Coach (CPCAC)

CREDENTIALLING ORGANIZATION: The Coaches Training Institute <http://www.coactive.com/coach-training>

AREA OF FOCUS: Coaching

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: Coursework can be purchased separately or in packages (providing cost savings). Package options include: 1) Co-Active Coaching Fundamentals Course only \$925. 2) Co-Active Coaching Skills Pathway/ **Package A - Complete Core courses only \$5,905 (certification process would be the next step and not included in this cost).** **Package B - Complete Core courses + Certification process \$11,140.** There are additional costs associated with the work you will do with your certified coach, while in the 6-month certification process (costs vary). Penalties apply for missed supervision sessions (\$155 per incident). The process from enrolling in the coursework to completing the 6-month certification program takes a total of 12 months. Prices are for North American courses only and differ for courses in Singapore.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): There are some prerequisites including pre-coursework and having an established coaching relationship with a credentialed coach from ICF. To become certified, you must first complete the Core curriculum and then a six-month certification program followed by a written and oral exam. This program is accredited by ICF and approved or licensed by other organizations.

CREDENTIAL: Certified Professional in Online Job Search & Reputation Management (OJSRM)

CREDENTIALLING ORGANIZATION: Career Directors International (CDI) <http://www.careerdirectors.com>

AREA OF FOCUS: Online job search strategies, social media strategies, and tools for you and your clients' online visibility

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: Rates are listed as: \$997 for members and \$1264 for non-members (includes membership fee). Course is self-paced and can typically be

completed in 6-8 weeks. Recertification costs vary from \$25-\$250.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): Optional prerequisite of recommended reading. Complete the self-paced curriculum of nine modules, exercises, and a final portfolio. Portfolio and case studies will be reviewed and evaluated for certification decision. There is no final exam.

Recertification is required every three years and is achieved by purchasing the program update modules. Content was revised in November of 2016.

CREDENTIAL: Certified Professional Résumé Writer (CPRW)

CREDENTIALLING ORGANIZATION: Professional Association of Résumé Writers and Career Coaches (PARW/CC) <http://www.parw.com>

AREA OF FOCUS: Résumé writing

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: \$225 exam fee (price includes a copy of the CPRW Study Guide). Membership is required and costs \$150 annually.

The Workforce Excellence Group (www.workforceexcellencegroup.com) offers a CPRW preparation class (24 contact hours). Course cost of \$895 includes instruction, study groups, course materials and the \$225 CPRW exam fee.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): Requires a portfolio submission and exam (with multiple modules). Review period usually takes 6-8 weeks. Must maintain PARW/CC association membership to keep certification active. The certification was created in 1991.

CREDENTIAL: Certified Résumé Specialist (CRS + X)

CREDENTIALLING ORGANIZATION: Career Directors International (CDI) <http://www.careerdirectors.com>

AREA OF FOCUS: Résumé writing

PRIOR EXPERTISE LEVEL REQUIRED: B

COST/LENGTH: Member cost is \$197 for each specialization. Non-member fee is \$464 and includes a year's CDI membership. Renewal fee is \$40 for each specialization. Additional processing fee of \$35 is applied when more than one submission is required for completion.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): Must have and maintain a recognized résumé certification and submit a portfolio. Certification is obtained in one of 19 specializations. Active CDI membership is required to obtain and maintain certification. Review time is typically 2-4 weeks. Renewal is required every three years. Renewal requires a fee (see above) and submission of additional résumé samples.

CREDENTIAL: Certified University/MBA Career Management Coach (CCMC)

CREDENTIALLING ORGANIZATION: The Academies <http://www.theacademies.com/mba/> Founder: Susan Whitcomb

AREA OF FOCUS: Career Coaching in higher education settings (appropriate for career coaches working in university career service offices, with a background in career development, recruiting, business or industry)

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: Four payments of \$902 (\$3608) for 12, two-hour weekly sessions, plus six hours on-demand audio bonuses (up to 30 hours total) weeks and five, one-on-one individual mentoring coaching sessions follow the group training.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): This Academy program has been approved by the International Coach Federation (ICF) as part of their Accredited Coach Training Program (ACTP) for 30 hours of training.

CREDENTIAL: Certified Workforce Development Coach (CWDC)

CREDENTIALLING ORGANIZATION: Inspired Business Institute. This link will go directly to the page on this coaching program (as it is difficult to find otherwise). <http://www.inspiredbusinessinstitute.com/certified-workforce-development-coach/> Founder: Marcia Bench

AREA OF FOCUS: Coaching

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: \$1997 is you are currently employed in a workforce development center (for others it's \$2497). Discounts apply if you are an organization enrolling six or more staff. Program length is 12-24 weeks.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): Requires coursework, including teleclasses, quizzes and a final exam. In addition, 12 practice coaching sessions and 50 documented coaching sessions with at least two different clients are required.

CREDENTIAL: Certified Workforce Development Professional (CWDP)
CREDENTIALLING ORGANIZATION: National Association of Workforce Development Professionals (NAWDP) http://www.nawdp.org
AREA OF FOCUS: Workforce development
PRIOR EXPERTISE LEVEL REQUIRED: A (however must meet required levels of education and work experience).
COST/LENGTH: I was unable to get confirmation of these prices for 2017. In 2015, a three year certification was \$75 for NAWDP members and \$175 for non-members (includes membership) with each endorsement costing an additional \$50.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): To begin the process, you must attend a webinar, complete the CWDP Self Assessment and request an application. Applications are accepted anytime but reviewed on a quarterly basis. After being accepted as a CWDP, individuals can apply for an endorsement in one or more of four specialty areas: Business and Employer Services, Job Seeker Services, Management Services and Youth Services. Renewal information as of 2017 was not attainable. In 2015 the renewal criteria was: 1) Documentation of at least 60 hours of professional development in the past three years that link to CWDP competencies, 2) Reaffirmation of the NAWDP ethics, 3) Proof of an individual membership in a workforce-related association (such as NAWDP) and 4) Payment for the recertification (\$50 for members, \$65 for non-members and \$25 fee for each endorsement).



CREDENTIAL: Certified Workforce Specialist (CWS)
CREDENTIALLING ORGANIZATION: International Association of Workforce Professionals (IAWP) https://iawponline.org/certification/
AREA OF FOCUS: Workforce development
PRIOR EXPERTISE LEVEL REQUIRED: A (Must meet required combination of education and work experience).
COST/LENGTH: Before applying, you must complete the Workforce Professional Development Program (WPDP) which covers four modules and online exams (\$10 for each unit includes study guide and exam). You have 36 months to complete each module. Review is done within two months of receipt of application and notification of results is given within two weeks of review completion. Initial Application fee is \$50. Can reapply within six months for no additional fee. Re-application fee is \$50.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Four required steps to certification: 1) Meet the varied education and experience criteria 2) Professional membership in IAWP or similar workforce development organization (for at least two years) 3) Two professional references and 4) Pass all four competencies of the Workforce Professional Development Program (WPDP). WPDP Program competencies cover these areas: History of Workforce Development,

Business & Jobseeker Specialist, Unemployment Insurance Specialist, and Labor Market Information Specialist. Once you successfully complete these courses, you receive the WPDP Master designation which qualifies you to apply for CWS certification.

Renewal required every three years. To renew, individual must still be in the workforce development field, have completed 100 hours of professional development since their last certification and pay re-application fee.

CREDENTIAL: Credentialed Career Manager (CCM)

CREDENTIALLING ORGANIZATION: Career Thought Leaders <http://www.careerthoughtleaders.com/ccm/ccm-credential/>
Originally founded by Wendy Enelow and Lousie Kursmark.

AREA OF FOCUS: Career development

PRIOR EXPERTISE LEVEL REQUIRED: B

COST/LENGTH: \$319 (discount for CTL members) (\$119 to renew).

OTHER FACTS (INCLUDING RENEWAL INFORMATION): To obtain this credential, you must submit a portfolio. There are also six requirement areas: 1) Education/credentials: a) certification in area of specialty, or b) advanced academic credentials (master's or above), or c) 10 or more years of full time experience in area of expertise, 2) Completing 30 CEUs every two years (applies to both the initial credentialing and renewal), 3) Three published articles, six blog posts, or one book (online or in print) every two years, 4) 15 hours of pro bono work every two years, 5) Self-education – read at least four books on career and business-related topics every two years and 6) Facilitate two public speaking or training engagements (paid or volunteer) or teach one college course every two years.

Renewal is required every two years for a \$119 fee and steps 2-6 above must be proven for the past two years.

CREDENTIAL: Dependable Strengths (DS)

CREDENTIALLING ORGANIZATION: Center for Dependable Strengths <http://www.dependablestrengths.org/>
Originated by Barnard Haldane

AREA OF FOCUS: Career development

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: \$825 for the Dependable Strengths Instructor Training course which allows a career professional to facilitate others through the Dependable

Strengths Articulation Process (four days on the East Coast/five days on the West Coast). Price covers all training and materials.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): You must complete an extensive questionnaire before attending the class. After the program, you receive a "Participant" certificate. The course requires attendees to complete two practicums after the training and to submit written reports on these experiences to the Center for Dependable Strengths in Washington state. After receipt of the practicum reports, you will then receive the "Instructor" certificate. This entitles you to use the process with your usual customers. All materials are copyrighted and when a participant leaves an organization, the materials go with them. Only trained instructors may use the materials. Only Master Trainers can train others, which requires additional training. There are many other courses offered to use this process in various scenarios with specific groups of people (<http://dependablestrengths.org/workshops/become-a-ds-facilitator/all-workshop-options/>).

CREDENTIAL: Distance Credentialed Counselor (DCC)

CREDENTIALLING ORGANIZATION: Center for Credentialing and Education (CCE) <http://cce-global.org/Credentialing/DCC>

AREA OF FOCUS: Long distance counseling

PRIOR EXPERTISE LEVEL REQUIRED: B

COST/LENGTH: \$100 application and review fee plus cost of the online self-study course \$397. Annual maintenance fee is \$40.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): To qualify for this credential, you must 1) have a master's degree in counseling or related mental health field, 2) be currently licensed as a counselor (or related professional, as approved by CCE) or be a National Certified Counselor (NCC) and 3) adhere to the NBCC Code of Ethics and the NBCC Policy Regarding the Provision of Distance Professional Services.

To apply for credential, you must successfully complete Distance Credentialed Counselor training and apply within five years. The Telehealth Certification Institute, LLC (<https://telementalhealthtraining.com/online-training/product/distance-credentialed-counselor-dcc-self-study>) is listed by CCE as the provider of this training. The application process is between 15-18 days.

Renewal required every five years. Must reaffirm ethics code and document 20 hours of continuing education.

CREDENTIAL: Global Career Development Facilitator (GCDF)
CREDENTIALLING ORGANIZATION: Center for Credentialing and Education (CCE) http://cce-global.org/Credentialing/GCDF
AREA OF FOCUS: Career development
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: Application fee is \$100. Cost and length of training vary by training provider and format (i.e., face-to-face, online, or blended). Fees tend to be in the \$900-\$1500 range.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Must complete a training course (Facilitating Career Development curriculum) and prove professional experience. Various providers offer the training. Contact CCE to ensure they are an approved provider. CCE monitors the credential and grants the full “GCDF” credential upon review of application. Training is offered in 17 countries (with country specific standards) including the United States. The GCDF credential is valid for a five-year period. GCDF credential holders must pay an annual maintenance fee of \$40 to CCE. Every renewal cycle, you must have earned 75 continuing education hours and re-attest to the ethics code to recertify.



CREDENTIAL: Job and Career Development Coach (JCDC)
CREDENTIALLING ORGANIZATION: Career Planning and Adult Development Network (CPAD) http://www.careeremetwork.org Founder: Dick Knowdell
AREA OF FOCUS: Coaching, Career development
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$1095 for a three-day, in-person workshop. Offered regularly in several US locations and internationally.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): After completing the workshop, attendees receive dual certifications (JCTC and JCDC). The Development Coach certification is generally utilized by career practitioners who work internally with employees. There are no renewal requirements.



CREENTIAL: Job and Career Transition Coach (JCTC)
CREENTIALLING ORGANIZATION: Career Planning and Adult Development Network (CPAD) http://www.careeremetwork.org Founder: Dick Knowdell
AREA OF FOCUS: Coaching, Career development
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$1095 for a three-day, in-person workshop. Offered regularly in several US locations and internationally.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This workshop offers dual certifications (JCTC and JCDC). The Transition Coach certification is generally utilized by career practitioners who work with job seekers and clients interested in career change. There are no renewal requirements.



CREENTIAL: Master Career Director (MCD)
CREENTIALLING ORGANIZATION: Career Directors International (CDI) http://www.careerdirectors.com
AREA OF FOCUS: Career development
PRIOR EXPERTISE LEVEL REQUIRED: B or C (depending on level of experience, additional certification, and education)
COST/LENGTH: \$297 evaluation fee (4-6 weeks review time for original submissions and renewals). The fee for non-members is \$564 and includes a year's membership to CDI.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This is a designation and has a variety of criteria including: 1) 10 years' experience, relevant certification or Master's Degree, 2) Continuing Education (at least 36 hours in the last 36 months), 3) Community Outreach – at least 22 hours in the last 36 months, 4) Industry Outreach – at least 18 hours in the last 36 months, 5) Written Expertise – articles, books, and other career-related materials written in the last 36 months, 6) Testimonials in the form of reference letters from clients, speaking engagements, managers, etc., 7) Statement of Expertise – 1000+ word philosophy statement (résumé and bio may be included) and 8) Submission of portfolio items (including “proof of documentation” for above criteria). Renewal required every three years: submit updated portfolio items, complete necessary forms and pay \$95 evaluation fee. CDI membership is required.



CREDENTIAL: Master Certified Coach (MCC)
CREDENTIALLING ORGANIZATION: International Coach Federation (ICF) http://www.coachfederation.org/credential/?navItemNumber=502
AREA OF FOCUS: Coaching
PRIOR EXPERTISE LEVEL REQUIRED: B
COST/LENGTH: \$575 for ICF members; \$775 for non-members. Cost listed is for application/review. It does not include the cost of obtaining coach training, mentor coach fees, etc. The fee for coach training and working with a mentor coach will vary depend on the program and coach you choose.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Certification requires completion of 200 hours of coach-specific training, a minimum of 2500 hours of client coaching experience (2250 paid) with at least 35 clients, 10 hours of work with a mentor coach, a coaching performance evaluation and completion of the Coach Knowledge Assessment (unless previously passed when applying for ACC or PCC). Online application must be completed in one sitting (allow 1-2 hours to complete, after you have gathered all necessary information is ready). The application review process takes approximately 18 weeks. Recertification requires: a) Continuing Coaching Education every three years (as of Dec 31, 2016, at least three of these hours must be on coaching ethics) b) Submission of the renewal application with appropriate documentation and c) Participation in at least 40 hours of Continuing Coach Education (CCE), with at least 24 hours in Core Competencies). Renewal fee is \$175 for members and \$275 for non-members.



CREDENTIAL: Master Military Résumé Writer (MMRW)
CREDENTIALLING ORGANIZATION: CareerPro Global Inc. (CPG) www.careerproplus.com
AREA OF FOCUS: Résumé writing for those transitioning out of the military
PRIOR EXPERTISE LEVEL REQUIRED: A (for new or experienced résumé writers)
COST/LENGTH: \$895 for this six-module self-paced training program. If you don't pass the first time, you can re-take the exam within 60 days for \$95. The cost to recertify is \$275.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): The process involves completing the coursework, passing an exam and submitting a final project. Renewal is required every three years which involves completion of recertification requirements and fee.



CREDENTIAL: Master Résumé Writer (MRW)
CREDENTIALLING ORGANIZATION: Career Thought Leaders (CTL) http://www.careerthoughtleaders.com/mrw/mrw-credential/ Original founders: Wendy Enelow and Louise Kursmark
AREA OF FOCUS: Résumé writing
PRIOR EXPERTISE LEVEL REQUIRED: B
COST/LENGTH: \$299. Renewal fees are \$99 for members and \$119 for non-members.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Must document at least five years of professional résumé writing/career/employment industry experience. Must pass an English language and grammar exam. Submit a portfolio: 10 client presentations. If you already hold another résumé certification, the number of sample résumés you must submit will be reduced from 10 to 5. Client presentations must include background information including needs and objective, your strategy and rationale, and the final résumé and cover letter you created for them. Review Committee will either approve or deny within three weeks of submission. If denied, you can re-submit with 60 days at no additional charge. If denied again, you must wait at least 12 months to resubmit and pay a \$139 fee for 3 rd evaluation. Renewal required every two years. Renewal requirements include the submission of five full client presentations and an essay of 500-1000 words on what new information, strategies, tips, and techniques you've learned over the past two years as they relate to writing resumes, cover letters, LinkedIn profiles, career bios, and other job-search marketing documents. Renewal fee applies.



CREDENTIAL: Nationally Certified Résumé Writer (NCRW)
CREDENTIALLING ORGANIZATION: National Résumé Writers Association (NRWA) http://www.thenrwa.com/certification
AREA OF FOCUS: Résumé writing
PRIOR EXPERTISE LEVEL REQUIRED: A-B (you are strongly encouraged to have two years of experience but no experience is required to submit a sample and receive feedback)
COST/LENGTH: \$75 fee to submit each writing sample review. If approved to take two part exam, the cost is \$250. You will usually be notified of portfolio review results within 2-3 weeks of submission. If you fail Part 1 of the exam, you must wait thirty days to re-take it (\$50 fee). If you fail Part 2 of the exam, you must wait thirty days to re-take it (\$150 fee).
OTHER FACTS (INCLUDING RENEWAL INFORMATION): Steps for certification include: 1) Join NRWA, 2) Attain 10 Continuing Education Units (CEUs) in three years prior to submitting portfolio sample, 3) After you have the 10 CEUs, submit a sample résumé and cover letter to the Certification Commission for review and 4) If your work is in compliance with the NCRW Certification Study Guide you may take the two-part exam. Part One is based on English grammar. Part Two requires you to develop a résumé and cover letter based on a profile provided to you.

Once you have achieved the NCRW status, your designation is valid for three years. To retain your certification, you must maintain continuous membership in NRWA and earn at least 15 CEUs between three-year renewals.

CREDENTIAL: Professional Certified Coach (PCC)

CREDENTIALING ORGANIZATION: International Coach Federation (ICF) <http://www.coachfederation.org/credential/?navItemNumber=502>

AREA OF FOCUS: Coaching

PRIOR EXPERTISE LEVEL REQUIRED: A

COST/LENGTH: For ICF members: From \$300-875 depending on method of application and membership status.

OTHER FACTS (INCLUDING RENEWAL INFORMATION): There are three paths to obtain this certification:

Receiving PCC through the ACTP path requires: 1) Completion of certification requirements with an [Accredited Coach Training Program \(ACTP\)](#) 2) Minimum of 500 coaching hours (450 of which must be paid) and 25 coaching clients (at least 50 of these hours must occur within the 18 months prior to applying) and 3) Completion of the Coach Knowledge Assessment. This method takes approximately four weeks from the time the application is submitted.

Receiving PCC through the ACSTH path requires: 1) 125 hours of coach specific training through an ACTP or ACSTH program 2) 10 hours with a mentor coach 3) Minimum of 500 coaching hours (450 of which must be paid) and 25 coaching clients (at least 50 of these hours must occur within the 18 months prior to applying) 4) Completion of the Coach Knowledge Assessment and 5) Two recorded coaching sessions. This method takes approximately 14 weeks from the time the application is submitted.

Receiving PCC through the Portfolio path requires: 1) 125 hours of coach specific training 2) 10 hours with a mentor coach 3) Minimum of 500 coaching hours (450 of which must be paid) and 25 coaching clients (at least 50 of these hours must occur within the 18 months prior to applying) 4) Completion of the Coach Knowledge Assessment and 5) Two recorded coaching sessions. This method takes approximately 18 weeks from the time the application is submitted.

Recertification requires: a) Continuing Coaching Education every three years (as of Dec 31, 2016, at least three of these hours must be on coaching ethics) b) Submission of the renewal application with appropriate documentation and c) Participation in at least 40 hours of Continuing Coach Education (CCE), with at least 24 hours in [Core Competencies](#)). Renewal fee is \$175 for member and 275 for non-members.

CREDENTIAL: Social Branding Analyst Certification (SBAC)
CREDENTIALLING ORGANIZATION: Career Thought Leaders (CTL) https://www.careerthoughtleaders.com/socialbranding
AREA OF FOCUS: LinkedIn profile development, Branding
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$720 for CTL Associates. \$797 for non CTL Associates. Recertification cost is \$197.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This certification must be renewed annually. This course has been approved for 7 CCEs through ICF.



CREDENTIAL: Workplace Excellence Certified Facilitator (WECF)
CREDENTIALLING ORGANIZATION: The Workplace Excellence Team (WorkNet Solutions and Anne Arundel Workforce Development Corporation) http://workplaceexcellence.net/
AREA OF FOCUS: Soft skills required in business for job seekers and employees
PRIOR EXPERTISE LEVEL REQUIRED: A
COST/LENGTH: \$500 (discounts available for early registration or NAWDP membership). Cost covers the two-day training event (locations vary within the US), pre-training and training materials, certificate and three-year certification. Training covers the Workplace Excellence (WPE) curriculum, how to think like the employer and accelerated teaching techniques. To become a Master Trainer costs an additional \$500. Renewal fee is \$175.
OTHER FACTS (INCLUDING RENEWAL INFORMATION): This certification equips and permits you to purchase the Workplace Excellence Series and use it with job seekers, students, employees and others who will apply it in their life and career. A Master certification is offered for those who want to train-up other Certified Facilitators.
Renewal is required every three years. To renew, you must obtain six hours of continuing education and pay a fee.

