

# Quick Guide to the Application Form – Career Firms

Certification by the Institute of Career Certification International is portfolio-based; you will demonstrate that you meet high standards of expertise and experience in the Career Services field. Use the Application Form – Career Firms if you are working with a Career Services firm headed by a Career Management Fellow (CMF) who will be your Sponsor. Your Sponsor (or his/her designate) has direct knowledge of your work, will be able to validate the information you provide and will guide you as you prepare your portfolio. Your Sponsor is in turn advised by an Institute Governor.

You will apply for a level of certification based on your experience in the Career Services field and the number of core and selected competencies you can demonstrate.

**Associate** is at an “in-training” level prior to qualifying for Certification.

**Practitioner (CMP)** is a front-line provider of career professional services.

**Fellow (CMF)** has more experience and competence; is recognized as a leader in the profession.

**Fellow Manager (CMF)** meets Fellow requirements and also has supervised at least five career professionals in three of the past six years.

There are three main eligibility points for certification.

1. Education to the bachelor degree level, or equivalent.
2. Appropriate years of total work experience and appropriate number of years where at least 50% of your work time was spent in the Career Services field.
3. Possession of the minimum number of competencies for your level of anticipated certification.

This chart outlines the requirements for each level.

Level	Years of work experience	Years in the Career Services field	Number of Competencies to be documented
Associate	3	2	6 core + 4 selected
Practitioner	8	4	12 core + 5 selected
Fellow	12	6	12 core + 10 selected

Prepare your portfolio with your Sponsor’s guidance. Focusing on your most recent five years of work and learning assures that your expertise is up-to-date. You will write a 2 to 3 page statement to document your competencies and enter it into the Application Word document, saving it as an .rtf, .doc or .pdf document as you will be submitting it for approval as an email attachment.

Following your Sponsor’s final review of your application, you (or your firm) will pay the portfolio and application fees; then email your application to ICC International Headquarters. The Application Review Division (ARD) will examine the portfolio. For applicants at the Fellow level, a Fellow Interview will be conducted by your application Reviewer. When the ARD is satisfied that the application meets the Institute’s criteria, it will recommend acceptance to the Board of Governors, who will then vote on the application. If a majority is in favor, you will be accredited and a certificate issued.

Your Sponsor, the Institute Governor guiding your Firm’s Certification efforts or ICC International Headquarters staff will be pleased to answer your questions. We look forward to collaborating with you as you demonstrate excellence in our profession!