



CCAP

CERTIFIED

**community
Action**®

PROFESSIONAL

What's it all about?

Colleen Murray, CCAP
CAPLP

Isaac Meyer, CCAP
KOOTASCA Community Action

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The Promise of Community Action

Community Action changes people's lives,
embodies the spirit of hope,
improves communities,
and makes America a better place to live.

We care about the entire community,
and we are dedicated to helping people
help themselves and each other.

Introductions

- Who we are
- Workshop overview

The Promise of Community Action

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Learning Objectives

- Learn the value of CCAP
- Learn the steps it takes to receive your CCAP
- Learn about the commitment it will take to become a CCAP



What is a Certified Community Action Professional?



CCAP – Is based on Two Pillars

Community Action
Body of Knowledge



Community Action
Code of Ethics



The First Pillar: Community Action Body of Knowledge

- A. The History of the Community Action Movement
- B. Vision and Values of the Community Action Movement
- C. Community Action Agency Traditional Management Skills
- D. 21st Century Leadership: Community Action vision, values, and ethics become real through passionate, positive leadership.
- E. Theories about the Causes of Poverty and Strategies to Address those Causes

The Second Pillar: The Community Action Code of Ethics

- A standard for professional behavior that guides the decisions a community action leader makes. All candidates sign an agreement to abide by the Code.

Value of CCAP to You



- Community Action Professionals see a bigger picture that they didn't see before, and that strengthens their personal commitment.
- Gives you visible recognition for your accomplishments in the field.
- Take Pride in achieving a nationally recognized standard.
- Enhances the credentials of Community Action staff.
- Provides an edge in competing for public and private grant funds.
- Improves your professional marketability when competing for higher positions in your own agency or another CAA.
- Establishes standards that encourage future community action leaders to carry on the quality work of the movement's founders. Future generations will benefit from your commitment to excellence today.

Why become a CCAP?

- Enhances Professional standards for leadership in Community Action.
- Validates the achievements of community action as a whole.
- Improves opportunities for professional advancement.
- Strengthens commitment to a common mission, especially when there are a number of CCAPs on the leadership team.
- Strengthens basic values, knowledge and essential skills to a new generation of community action and leaders.

Value of CCAP to Your Agency



- Community Action movement is preserved.
- Community Action depth of leadership is assured.
- Community Action succession is addressed.
- Builds consensus among staff in CCAP-Led CAAs.
- Deeper understanding among Community Action staff.
- Loyalty is to agency and Community Action rather than to program and funding source.

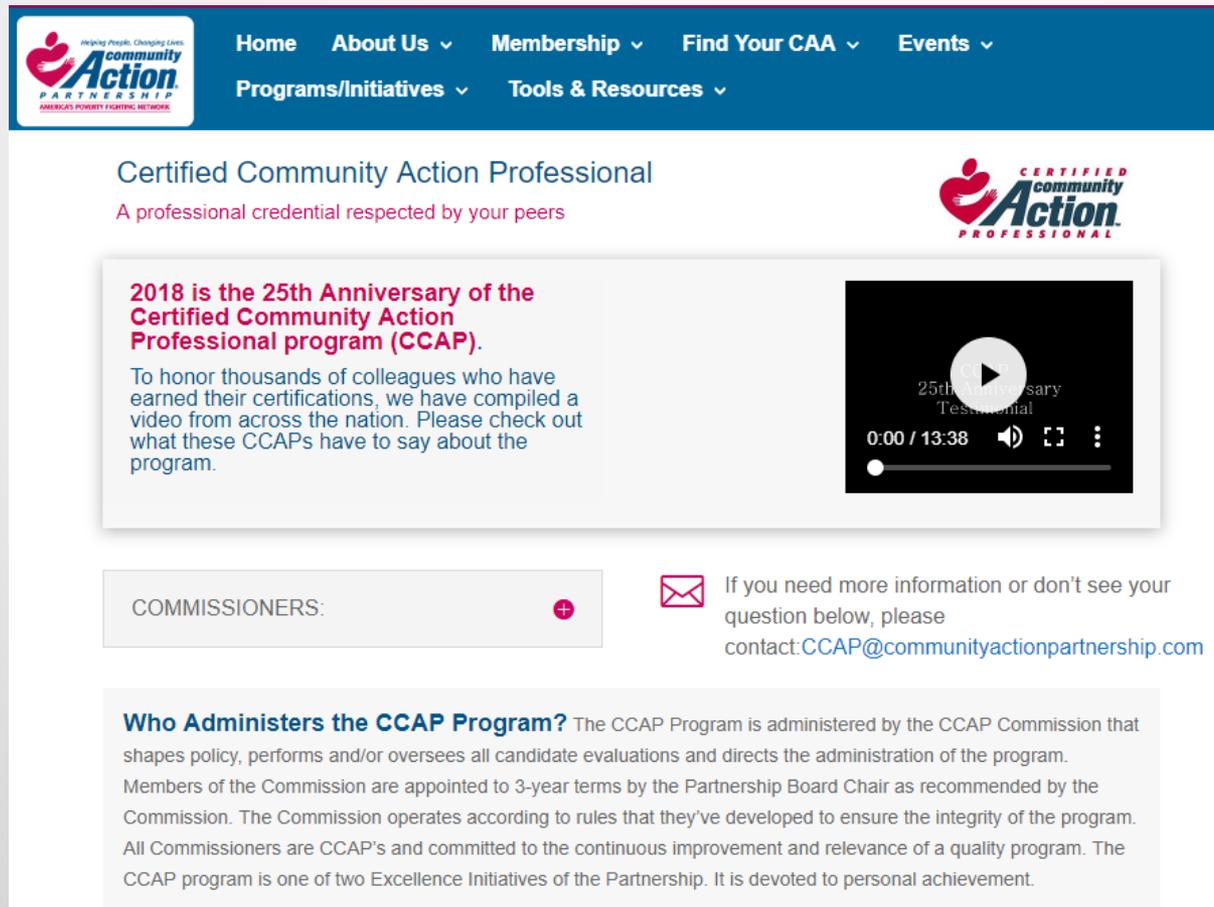
Overall Benefits for You and Your Agency

- Committed to the vision and values of Community Action
- Committed to maintaining high ethical standards of professional conduct.
- Learn more about the history, vision and values of Community Action as well as:
 - The principles of good management
 - The best practices of 21st Century leadership
 - The current theories about poverty in America

Who should become a CCAP?

- a current, or emerging, manager or leader
- a delegate agency,
- a sub-grantee,
- a CSBG eligible entity,
- state CSBG office,
- a state or regional CAA Association.

How do you become a Certified Community Action Professional?



community Action PARTNERSHIP
Helping People. Changing Lives.
AMERICA'S POVERTY FIGHTING NETWORK

Home About Us ▾ Membership ▾ Find Your CAA ▾ Events ▾
Programs/Initiatives ▾ Tools & Resources ▾

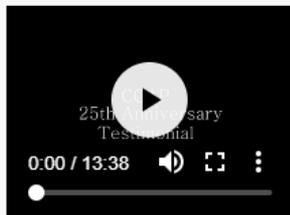
Certified Community Action Professional

A professional credential respected by your peers



2018 is the 25th Anniversary of the Certified Community Action Professional program (CCAP).

To honor thousands of colleagues who have earned their certifications, we have compiled a video from across the nation. Please check out what these CCAPs have to say about the program.



COMMISSIONERS: +

 If you need more information or don't see your question below, please contact: CCAP@communityactionpartnership.com

Who Administers the CCAP Program? The CCAP Program is administered by the CCAP Commission that shapes policy, performs and/or oversees all candidate evaluations and directs the administration of the program. Members of the Commission are appointed to 3-year terms by the Partnership Board Chair as recommended by the Commission. The Commission operates according to rules that they've developed to ensure the integrity of the program. All Commissioners are CCAP's and committed to the continuous improvement and relevance of a quality program. The CCAP program is one of two Excellence Initiatives of the Partnership. It is devoted to personal achievement.

<https://communityactionpartnership.com/certified-community-action-professional-ccap/>

The CCAP process evaluates a candidate's

- **EXPERIENCE** in Community Action
(Candidate Data Form)
- **SKILLS** in doing the work of Community Action
(Executive Skills portfolio)
- **KNOWLEDGE** about Community Action
(CCAP Examination)

Steps to Becoming a CCAP

1

- Enroll

2

- Complete your Candidate Data Form (CDF)

3

- Complete your Executive Skills Portfolio (ESP)

4

- Take and pass the CCAP Exam

Enroll

1. Fill out enrollment forms in the Enrollment Guide

- 1.** Candidacy Enrollment Form
- 2.** Qualifying Positions Worksheet
- 3.** Sign the CA Code of Ethics
- 4.** Submit 3 letters of recommendation

2. Submit the enrollment fee

Qualifying Positions Worksheet

(must meet 3 of the 5 criteria)

1. The position includes authority beyond the mere responsibility to carry out other's directives.
2. The position supervises at least one other employee.
3. The position includes the responsibility to report directly to the agency's board or to a board committee or to the Executive Director/CEO.
4. The position includes the responsibility, and accountability, to administer a budget.
5. The position is a member of the Executive Team.

Candidate Data Form

- The Candidate Data Form (CDF) is an accurate record of
 - your experience as a management executive,
 - education,
 - involvement in national, regional, state and local Community Action activities,
 - and in association management activities outside the CAA.
- Encompasses any and all experience you've gained up to the date that you submit it.
- Maximum of 500 pts available

Candidate Data Form

Sample Items

- Number of years as a management or executive staff in a CAA (15 points/year, 150 pts max)
- Number of years as a full-time management or executive staff member in an another organization (8 pts/year, 50 pts max)
- College or Graduate Degree: Associate-40 pts, Bachelors-100 pts, Masters and above-150 pts (150pts max)
- CAA conference attendance, manuals and materials written, nonprofit trainings, instructional presentations, volunteer service, and more.

Candidate Data Form Scoring

- The Candidate Data Form is scored on an honor system.
- No partial points are given in any category, including years of employment.
- Let the reviewers decide for you if something doesn't fit, don't sell yourself short!
- All decisions about "ambiguous" entries are made by the chair of the Commission.
 - CDFs receive a provisional score on submission
- **Must be submitted by the 3rd Wednesday of January of the year you'd like to take the examination.**
 - Results are valid for your entire candidacy.

Executive Skills Portfolio

You will need to Develop an Executive Skills Portfolio (ESP): a sample of work, structured according to specified guidelines, that documents and demonstrates your application of the vision and values of community action and contributions made as managers and leaders.

- ESP is due the 3rd Wednesday in February
- Maximum of 500 pts available
- Valid for the term of your candidacy

Executive Skills Portfolio

THE ESP HAS THREE SECTIONS:

- 1. Introductory Items**
- 2. The Work Sample** showing how you have applied management and leadership skills, as well as the vision and values of Community Action in your work setting.
- 3. Four Brief Essays** in which you relate your work to certain sections of the Body of Knowledge outline and the Standards of Excellence.

ESP: Introductory Items

1. Introductory Items

1. A description of the candidate's role in producing the work.
2. Evidence that the work was done within three years of the date of the candidate's enrollment.
3. The exact purpose or goals of the work.
4. The budget for the work, if applicable.
5. Documents coming from the work which show results, such as statistical reports, letters, newspaper articles and the like.

ESP: The Work Sample

2. A work sample may be the relevant portion(s) of any kind of document. A work sample might be any of the following:
 - a program report
 - a grant proposal
 - organizational documents
 - a policy or procedures manual
 - a publication written by the candidate,
 - or similar items

Whatever is chosen, the sample must demonstrate the candidate's skills in management and leadership and it must manifest the candidate's understanding, and application, of Community Action vision and values.

ESP: Four Brief Essays

3. The questions posed in this section of the ESP are designed to give candidates the opportunity to show how the work sample demonstrates:
 1. the use of management and
 2. leadership skills,
 3. an application of Community Action Vision and Values and
 4. an understanding of organizational excellence.

Each essay is limited to 750 words

- **Your essays must cite your work sample and support your answers.**

ESP Essay Sample:

FIRST TOPIC AREA: TRADITIONAL MANAGEMENT SKILLS.

In 750 words or less, explain how the work sample shows that you understand, and can use, traditional management practices as applied to Community Action in each of the specific areas:

- a. Planning
- b. Organizing
- c. Directing/Controlling
- d. Evaluating

These guidelines are based on the criteria given to readers who will evaluate your portfolio

The evaluators want to see evidence that you have made management choices reflecting your abilities in each of these specific areas. To assist your preparation to respond to the questions in the Portfolio Guidelines, ask yourself:

- a. *Do I know the management choices that were available to me in the project I chose to submit?*
- b. *Did I actually make a choice?*
- c. *How can I summarize the rationale that informed that choice?*

ESP Approved by CCAP Commission, June 27, 2018. This replaces all early versions

Qualifying for the Exam

- To advance to the examination, a candidate needs a total score of 700 or more points between the CDF and the ESP
 - Candidates must also score a minimum of 300 pts on both the CDF and ESP
 - All ESP Scores are final
- You will not receive your individual score on the CDF or ESP. You will only be notified if you've qualified to sit for the June exam.
 - However, candidates close to threshold 700 points are given a brief window to update their CDF with any new or missing information to qualify for the exam, if their CDF score is below 400.

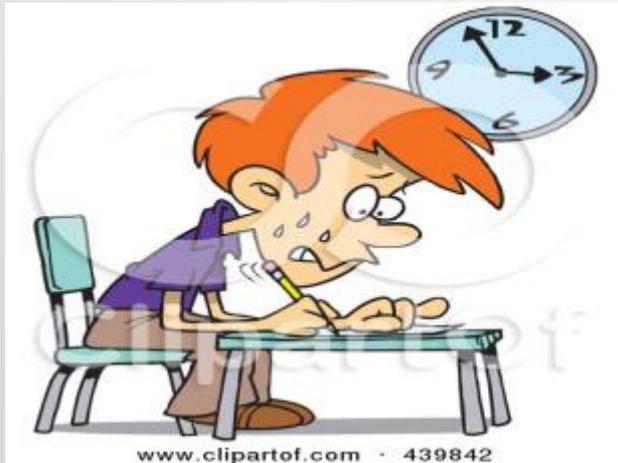
CCAP Exam

- The exam is offered annually on the 2nd or 3rd Wednesday in June
- A study guide will be released in February in advance of the examination each year to assist candidates in preparing for that year's examination.
- The exam questions are based on the 5 sections of the Body of Knowledge.
- Composed of questions written and tested by Community Action leaders in the field
- Scored by CCAP Commission late June
- **PASSING SCORE = 700 out of a possible 1000 points**

CCAP Exam

- Given in 2 sections over 4 hours
 1. Section 1: Multiple choice (T/F, matching, etc.) Objective Questions
 2. Section 2: Essay Questions (includes the New Hope Scenario)
- All questions have an answer available in the study-guide materials
- Essays will ask you to apply your management and leadership skills to make (and justify) choices.
- The exam is based more on an application of knowledge than memorization of facts
- Tip: Allocate your time, particularly for the essay section

How do I prepare for the exam?



- **Attend CCAP Study Groups**
- Conference call groups in New York, Texas, and California may admit candidates from other states.
- Study the New Hope Case Study
- Choice of sites where to test
- Authorization letter

What does CCAP cost?

- Study groups are free of charge to attend (agency pays staff time and travel costs)
- Enrollment Fee – this depends on how many from your agency will pursue their CCAP
 - The more that enroll the cheaper it becomes, e.g. \$600 for 1 candidate vs. \$1,900 for 8 candidates
- When you pass the test, you will receive your Certification at the Partnership's Annual Convention. Your agency is responsible for Convention registration, flight, hotel and any other expenses

What does the CCAP Study Group entail?

- Seven in person Study Groups
- October – May: Meet 1 day a month except for December
- Why attend the study group vs. doing it on my own?
 - Walk you through the process of each step
 - Study Guides
 - Peer to Peer support

Next Steps

- Sign up with Leah Pauletti at the registration table for the CCAP study group – first session will be in Oct
- Fill out the Enrollment Form and submit payment to the National CAP
- Attend Study Groups
- Work with a CCAP Mentor



Helpful Reminders

- Candidacy lasts for three years, About half of candidates complete it in the first year. Many take the full three years to build points.
- The program is designed to provide opportunities for persons who have “come up through the ranks” as well as those who are new to Community Action.
- There is help
- All the forms you need are on the Partnership website.
- A Pathway mentor can be available to work with you.
- There is a study guide for the examination

Questions?

Contact Us

Colleen Murray, CCAP

Operations Director
CAPLP

218-512-1504

colleenm@caplp.org

Isaac Meyer, CCAP

Planning and Development Director
KOOTASCA Community Action

218-999-0802

isaacm@kootasca.org

Leah Pauletti, CCAP

Director of Operations
Minnesota Community Action Partnership

651-236-8577

leahpauletti@minncap.org

Visit: <https://communityactionpartnership.com/>

