



Professional in Workforce Development (PWD) Certification Application Process

Signatures

Candidate Signature _____ Date _____

Supervisor* Signature _____ Date _____

UVA Signature _____ Date _____

Application Fee

A \$25 application fee is required to process the Candidate's application packet. Payment can be made by check (made payable to the University of Virginia), or by credit card.

VISA/MC/AMEX/Discover Card No. _____ Expiration Date _____

Authorizing Signature _____

Mail application packet and \$25 application fee to:

Barbara Kessler
Program Director, Workforce Development Academy
University of Virginia
School of Continuing and Professional Studies
104 Midmont Lane
Charlottesville, Virginia 22904

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University Center, 104 Midmont Lane, Charlottesville, Virginia 22904
www.scps.virginia.edu/university

* If the candidate does not have a supervisor, please contact the Program Director of the Workforce Development Academy to discuss alternatives.



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Steps towards Certification

1. Candidate completes the **UVA noncredit Workforce Development Professional Competencies course** (either in a two-part or one-week format). For course and registration information, contact Barbara Kessler at bkessler@virginia.edu.
2. Upon completion of the UVA noncredit Workforce Development Professional Competencies course, the candidate completes the **Workforce Development Professional Competencies Self-Assessment** (form is available from the Program Director) and submits a copy of the completed Self-Assessment to the Program Director of the Workforce Development Academy.
3. Candidate, then:
 - **Outlines a Professional Development Plan** that incorporates the results of the self-assessment, the identified competencies to enhance or develop, feedback/input from your supervisor* and peers (if applicable), and addresses a strategic area of improvement for the Candidate's institution. (see guidelines on page 2)
 - **Submits a copy of the professional development plan** to the Program Director of the Workforce Development Academy.
 - Upon completion of the professional development plan, writes a two page **Summary of the Professional Development Plan**. (Summary format is included with the Professional Development Plan guidelines). This Summary is submitted to the Program Director of the Workforce Development Academy.
- * *If the candidate does not have a supervisor, please contact the Program Director of the Workforce Development Academy to discuss alternatives.*

Applicant mails completed application package to:
Barbara Kessler, Program Director
Workforce Development Academy
UVA - School of Continuing and Professional Studies
104 Midmont Lane
Charlottesville, Virginia 22904
434-243-5337 or bkessler@virginia.edu
4. Program Director of the Workforce Development Academy reviews Candidate's application, Self-Assessment, Workforce Development Professional Competencies course assignments, Professional Development Plan and Summary for completeness and appropriateness. If all requirements are satisfied, the Program Director of the Workforce Development Academy approves application and sends Candidate notification of Certification as a Professional in Workforce Development (PWD).
5. To keep your certification current, each PWD must complete the recertification process every three years (from date of initial certification).



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Professional Development Plan Guidelines

A. In order to be eligible for the Professional in Workforce Development (PWD) certification, each candidate must:

- Outline a professional development plan that:
 - Incorporates the results of the Workforce Development Professional Competencies Self-Assessment
 - Identifies the competencies the Candidate wishes to enhance or develop
 - Includes feedback/input from the Candidate's supervisor* and peers (if applicable).
 - Addresses a strategic area of improvement for the Candidate's institution.
- Complete the Professional Development Plan.
- Write a two-page (typed) Summary of the Professional Development Plan including rationale, goals, objectives, process or activities, accomplishments, obstacles and outcomes/results.

B. To accomplish these tasks, consider your answers to the following questions:

- What is your professional development path? What direction do you want to take?** (Refer to your career development pathway you started in the Workforce Development Professional Competencies course if still applicable. This doesn't always mean you are taking on a new job.)
- Based on your department/institution's organizational chart, what opportunity exists that is of interest to you (professionally speaking)?**
- What steps do you need to take to get there?**
- If opportunity does not exist at your institution/organization, where does your path take you?**
- Who can help you along the way?**
- How does your self-assessment support your professional development plan?**
- What strategic area of improvement for your institution will your professional development plan address?**



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Please accept my application to be certified as a Professional in Workforce Development (PWD).

Candidate Information

Name _____
Last First Middle

Job Title and Department _____

Employer Address _____

City/State/Zip _____

Phone (Business) _____ E-mail Address _____

Highest Level of Education Completed _____

Certification Requirements (Initial and list date of submission)

- Workforce Development Professional Competencies noncredit course _____
- Workforce Development Professional Competencies course assignments _____
- Workforce Development Professional Competencies Self-Assessment _____
- Submission of PWD Certification Application and Fee _____
- Professional Development Plan _____
- Professional Development Plan Summary _____
- Resubmit PWD Certification Application with Supervisor* Signature (Upon completion of all Certification Requirements stated above.) _____