

CAREER DEVELOPMENT PRACTICE CERTIFICATE PRACTICE

Delivery

These fully-online, asynchronous courses are facilitated by instructors and regular participation is required. **These courses are not self-paced.**

Tuition & Textbooks

2024-2025 Academic Year:

30 Hour Course: \$528

15 Hour Course: \$306

10 Hour Course: \$251

** CFCC 1070: \$525

No tax on tuition. See [website for booklist](#).

Graduation

Students intending to complete the certificate program must apply to graduate.

Graduation occurs in February and June - see the [graduation webpage](#) for information on how to apply for graduation.

To Register

Call or email CE Registration
604-527-5472 |
CEREG@douglascollege.ca

Contact Program Assistant
604-527-5479 |
FACSCE@douglascollege.ca

CDPP 100 (Formerly ACDP 100)

Case Management [30 hr]

June 1 -28, 2025 CRN 21031
October 5 - November 1, 2025 CRN 31022
November 2 -29, 2025 CRN 31069

CDPP 262

Career Development Practice [30 hr]

June 1 - 28, 2025 CRN 21027
August 10 - September 6, 2025 CRN 21028
September 28 - October 25, 2025 CRN 31019
October 19 - 15 November 15, 2025 CRN 31020

CDPP 267

Ethics for CD Practitioners [10 hr]

May 25 - June 7, 2025 CRN 21026
September 7- 20, 2025 CRN 31011
October 5 - 18, 2025 CRN 31012

CDPP 275

Resumes & Cover Letters [15 hr]

June 29 - July 12, 2025 CRN 21086
September 7- 20, 2025 CRN 31014
October 5 - 18, 2025 CRN 31015
November 30 - December 13, 2025 CRN 31016

CDPP 750

Theories, Models & Strategies [30 hr]

June 1 -28, 2025 CRN 21029
July 27 -August 23, 2025 CRN 21030
September 14 - October 11, 2025 CRN 31065
October 5 - November 1, 2025 CRN 31024
November 2 - 29, 2025 CRN 31025

CDPP 752

Career Decision Making [30 hr]

June1 - June 28, 2025 CRN 21088
September 28 - October 25, 2025 CRN 31021

CDPP 753

Facilitated Learning [30 hr]

June 15 - July 12, 2025 CRN 21032
September 7 - October 4, 2025 CRN 31013
November 2 -29, 2025 CRN 31067

CDPP 754

Introduction to Vocational Rehab [30 hr]

July 13 - August 9, 2025 CRN 21087
September 21 - October 18, 2025 CRN 31066

CDPP 756

Labour Market Information [30 hr]

May 4 - May 31, 2025 CRN 21206
November 2 -29, 2025 CRN 31026

CDPP 757

Career Transition Management [30 hr]

July 6 - August 2, 2025 CRN 21034
October 5 - November 1, 2025 CRN 31023

CDPP 500 (Formerly ACDP 500)

Indigenous Topics in Employment [30 hr] *Optional*

May 4 - 31, 2025 CRN 21207
September 14 - October 11, 2025 CRN 31068

CDPP 758

Interview Skills [15 hr] *Optional*

August 10 -23, 2025 CRN 21036

CFCC 1070

Trauma Informed CD Practice [15 hr] * Optional**

June 1 - 21, 2025 CRN 21089
September 14 - October 4, 2025 CRN 31018

CAREER DEVELOPMENT PRACTICE CERTIFICATE PROGRAM

CDPP 100 **Case Management** *(formerly ACDP 100)*

Provides students with the knowledge career development case management process from intake to file closure. Students learn how to accurately document all activities and services for accountability. The role barriers play in both the client return to work process and to the completion of the case management process will be woven throughout the course.

CDPP 262 **Career Development Practice**

Provides students the opportunity to explore the practice and profession of career development. The focus is on professional behavior and the various roles of the career development professional, within both the private and public sphere. Students will leave with communication skills that are vital to building productive client-professional relationships

CDPP 267 **Ethics for CD Practitioners**

Provides career development professionals both an overview of the Canadian Career Development Professional Code of Ethics and the opportunity to apply the ethical decision-making process to case studies. Students will gain an understanding of and practical experience in how, when and why to apply the Code of Ethics.

CDPP 275 **Resumes & Cover Letters**

Provides students with the knowledge and skills to prepare, tailor, and format resumes and cover letters. Students will learn strategies to highlight skills through summary and skill statements and tips on optimizing resumes so they can be effectively scanned by Application Tracking Systems (ATS). Students will have the opportunity to apply their knowledge and skills through peer coaching and practice.

CDPP 750 **Theories, Models & Strategies**

Provides a foundation in career development theories and practice. Topics include the history of career development, career development theories, models, and strategies. This course focuses on practical application in everyday practice.

CDPP 752 **Career Decision Making**

Provides the key components of career decision-making, including outlining a step-by-step framework to assist clients with decision-making. Students will learn tools and techniques to assess personality, abilities, interests, transferable skills, values, and employment barriers. The use of technology and online assessments are included.

CDPP 753 **Facilitated Learning**

Provides career development facilitation skills. Students will gain the skills and knowledge to enhance client progress, create a positive job search environment and apply effective communication skills to group and individual issues.

CDPP 754 **Intro to Vocational Rehabilitation**

Designed for CDPs working with clients with disabilities to identify barriers through informal and formal assessment tools, and workplace accommodation strategies including the use of adaptive technology and adaptation of workspaces. Students will also learn effective placement strategies including job development and customized employment.

CDPP 756 **Labour Market Information**

Provides information on the labour market and introduces key sources of current, relevant and valid labour market information. Upon completion of this course, students will have developed an understanding of the many influences that impact the labour market and how this shapes the landscape of employment opportunities. Students will have the opportunity to teach others about their local labour market information.

CDPP 757 **Career Transition Management**

Increases the understanding and competency of career development professionals when working with individuals who have experienced job loss or career adjustment. This course includes frameworks and strategies for assisting clients through career transitions.