



## **NSCDA Certification Program Recertification**

To maintain your certification in good standing, all CCDPs are required to complete 60 hours of Professional Development (PD) every three years starting from the date CCDP status was conferred (i.e. If you were granted your CCDP designation on May 1<sup>st</sup>, 2015 - you will need to have the 60 hours completed and submitted by May 1<sup>st</sup>, 2018 in order to remain a CCDP in good standing). The conferred date is the date that is on your CCDP certificate.

The 60 hours need to be collected as follows: A minimum of 10 hours each in at least 4 of the 6 competencies found in the NS Profile. This is to ensure that CCDPs maintain your skills over the full spectrum of practice as you move forward in your careers.

As each professional development event is completed, please submit it to the online professional development tracker, located through the NSCDA Member HUB.

Please follow these steps to submit your PD:

1. Go to [www.nscda.ca](http://www.nscda.ca), click the blue "HUB Login" tab and follow the steps to log in
2. Once logged in, at the main dashboard, click the "Professional Development" tab
3. Click "Add New Activity" button
4. You can choose from the pre-set options listed **or** click the blue "Can't find what you're looking for? Submit it to us for review and approval" button and follow the steps to fill out your submissions
5. Click "submit" and you will receive an email confirmation of your submission

If you add your own submission through the blue "Can't find what you're looking for? Submit it to us for review and approval" button, it must include: A description of the professional development, learning objectives, and the appropriate NS Core Competency Profile codes for the event. There is also an option to upload any supporting documents. The Office of the Registrar will assess the hours submitted and will determine the number of hours credited towards the required sixty (60) hours. In most cases, hours will be credited as one (1) hour of PD equals one (1) hour of recertification (PD) earned.

Failure to complete the required recertification hours in any three-year period will result in your name being removed from the list of active CCDPs. Should this happen for any reason, you may apply to the Office of the Registrar to be reinstated.

If you have any questions about recertification or the NSCDA Certification program, please contact Administrative Assistant, Ashley Halverson at [ahaverson@nscda.ca](mailto:ahaverson@nscda.ca) or (902) 832-2133.