

Checklist: Preparation for Submission of Credential Application

Submission of credential application will be via FormSG where there is no option to 'save as draft'. As such, **please ensure that you have the following information and documents ready before you proceed to submit your application via the [link](#).** (Government agency applicants: Please use personal devices)

Documents/Information Required	
<input type="checkbox"/>	<p>Training Certificate Achieved for the credential you wish to apply for.</p> <p>Refer to Annex A for details of the certificate required.</p>
<input type="checkbox"/>	<p>Brief Description of your:</p> <ul style="list-style-type: none"> • Role in <u>no more than 100 characters</u> (e.g. provide education/training/career advisory to mainly students/employed/unemployed clients). • Professional Experience in <u>no more than 300 characters</u> (include number of years providing education, training or career advisory; any other training/certificate/credential related to career matters).
<input type="checkbox"/>	<p>Summary of Experience</p> <p>(1) Practice Hours (A) Contact Hours (B) Non-Contact Hours</p> <p>(2) Unique Clients (A) Total no. of Unique Clients assisted/Individuals engaged in the <u>last 3 years</u> (B) With reference to (2A), group them accordingly based on whether you have engaged them: <ul style="list-style-type: none"> • as an Employee/a Self-employed or • via Pro Bono services (C) Also, with reference to (2A), group them according to the content of career advisory that <u>best describes</u> what you have assisted the clients/engaged the individuals in, i.e. each client assisted/individual engaged should only be accounted for in 1 of the 3 content of advisory. Table 1 below provides breakdown of the details we will require when you are filling up FormSG.</p>

Table 1

As an Employee/a Self-employed		Via Pro Bono	
1-1 assistance/ engagement	Group/ Workshop	1-1 assistance/ engagement	Group/ Workshop
Content of advisory: <ul style="list-style-type: none"> • Job Search Skills & Techniques • Career Clarity/Profiling Assessment/Career Counselling • Career Planning & Development 			

Refer to Annex B and C on the practice hours and no. of unique clients assisted/individuals engaged in the last 3 years, as required for respective credential application.

For Q26 to Q31 in FormSG, please read the instructions as indicated within FormSG carefully as your numbers must tally.

Endorsement Form(s)

One completed endorsement form is required from each supervisor, employer or hosting organisation, for your practice in the last 3 years that led to your fulfilment of the credentialing requirements. **If you had multiple supervisors, employers or hosting organisations, please complete multiple copies.**

The total no. of practice hours and total unique clients assisted/individuals engaged indicated in the completed Endorsement Form(s) should match the numbers to be submitted via the FormSG link.

Continuing Professional Development (CPD) Hours (applicable only to renewal of credential)

(1) Total Verifiable CPD Hours

- Train, Speak or Present at career-related conferences/seminars/courses/workshops/meetings, including virtual sessions
- Participate in career-related conferences/seminars/courses/workshops/meetings, including virtual sessions

(2) Total Non-Verifiable CPD Hours

- Write case study articles
- Read e-book/e-periodical

<input type="checkbox"/>	<p>Referee Details (including Name, Job Title, Company Name, Contact Number and Email Address).</p>
<input type="checkbox"/>	<p>Payment Details</p> <p>A non-refundable application fee of \$141.70 (inclusive of GST) applies.</p> <ul style="list-style-type: none"> • Self-sponsored applicant – please complete your payment via PayNow or Online Bank Transfer (refer to details in <u>Annex D</u>) and have ready the date of your payment and full name as per bank account for the submission. • Employer-sponsored applicant – please have ready the following details for corporate billing: <ul style="list-style-type: none"> ○ Organisation Name (as per ACRA) and Billing Address ○ Name and Contact of billing OIC ○ Email Address of billing OIC ○ Company UEN ○ Sub-BU (For government agency only) <p>We will notify your organisation on the payment details within 2 weeks after the application cycle closes.</p>

Please ensure that all information and documents as indicated above are ready and available before you proceed with the application submission via FormSG.

Annex A: Training Certificate – Required Initial Training

To meet the credentialing requirements, applicants must complete the following initial training. You will need to submit a softcopy of the training certificate of completion/statement of attainment (SOA) as part your credential application.

Credential	Required Initial Training
Certified Career Advisor (CCA)	Career Advisory Programme (CAP) by WSG / Basic Career Training & Advisory Programme (BCTA)
Certified Career Practitioner (CCP)	Career Facilitation Programme (CFP) by WSG / Advanced Certificate in Career Development Facilitation (ACCDF)
Certified Career Clinical Supervisor (CCCS)	Career Supervision Programme (CSP) by WSG

Annex B: For First-Time Applicants

Specifically, for first-time applicants, you are required to:

1. Fulfil the required practice hours in the last 3 years prior to your credential application, in accordance with **Table 1** below, further broken down by contact and non-contact hours (as defined in **Table 2** below); and
2. Deliver career interventions to the required no. of clients in the last 3 years prior to your credential application, in accordance with **Table 1** below.

Table 1

	Certified Career Advisor (CCA)	Certified Career Practitioner (CCP)	Certified Career Clinical Supervisor (CCCS)
Practice hours required over 3 years	400	1,400	1,800
Contact hours over 3 years	360 (90%)	1,120 (80%)	1,350 (75%)
Non-contact hours over 3 years	40 (10%)	280 (20%)	450 (25%)*
No. of unique clients required (group + individual) over 3 years	100	100	80

*For CCCS applicants, at least 50% of the non-contact hours must be time spent on mentoring career practitioners.

Table 2

Breakdown of Practice Hours: Contact vs Non-Contact Hours

Type	Examples
Contact hours	Physical face-to-face, or virtual (phone, skype, video conferencing, IM, email) correspondence with clients/individuals, including group facilitation. For group facilitation/workshop, contact hours should be based on hours per session. E.g. A workshop lasting 3 hours will be counted as 3 hours whether there are 10 clients or 100 clients.
Non-contact hours	Drafting email/escalation of cases/related meetings (internal/external) pertaining to career issues
	Team management/facilitation/work preparation related to a case
	Administration of education and career advisory services such as writing case notes pertaining to case
	Reading articles to get insights to support development of solutions for clients
	Discussion with supervisor on best practices to improve clients' career situations
	Observation of career practitioners assisting clients in 1-1 or group sessions

Annex C: For Renewal of Credentials

For credential holders renewing their credentials, the credentials are renewable every three years upon fulfilling the following criteria:

1. Completed the required no. of Continuing Professional Development (CPD) hours;
2. Completed the required no. of practice hours; and
3. Delivered career interventions to the required no. of clients.

Specifically, you are required to:

1. Fulfil the required practice hours in the last 3 years in accordance with **Table 3** below, further broken down by contact and non-contact hours (as defined in **Table 2** above); and
2. Deliver career interventions to the required no. of clients, in accordance with **Table 3** below.

Table 3

	Certified Career Advisor (CCA)	Certified Career Practitioner (CCP)	Certified Career Clinical Supervisor (CCCS)
Practice hours required over 3 years	100	300	300
Contact hours over 3 years	90 (90%)	240 (80%)	225 (75%)
Non-contact hours over 3 years	10 (10%)	60 (20%)	75 (25%)*
No. of unique clients required (group + individual) over 3 years	25	50	40
Continuing Professional Development (CPD) hours over 3 years	50	75	75
Verifiable [#] hours	45 (90%)	67.5 (90%)	67.5 (90%)
Non-verifiable hours	5 (10%)	7.5 (10%)	7.5 (10%)

* For CCCS applicants, at least 50% of the non-contact hours must be time spent on mentoring career practitioner

[#] Verifiable hours refer to CPD hours which can be verified when selected for audit. Examples of verifiable hours include being a trainer/speaker/presenter at or participating in conference, webinar, seminars, workshops etc. Examples of non-verifiable hours include writing case study articles, reading e-book/e-periodical.

Annex D: Payment Details

1. Online Funds Transfer

Payee Name: Workforce Singapore Agency

Payee Account No.: 101-346-490-7

Payee Bank Name: United Overseas Bank Limited (UOB)

Bank Code: 7375

Branch Code: 001

Reason for payment: please indicate as 'Credential'

OR

2. PayNow to UEN T08GB0060H or scan the QR code below

Reason for payment: please indicate as 'Credential'

