



## Becoming a Certified Community Action Professional (CCAP)

Access all of the following details and more on the National Community Action Partnership's website  
<https://communityactionpartnership.com/ccap/>

### How does certification benefit me and my agency?

- Gives you recognition for your accomplishments in the field.
- Tells others that you have achieved a nationally recognized standard for professionalism in Community Action.
- Enhances the credentials of Community Action staff and the Agency.
- Can provide an edge in competing for public and private grant funds, especially when the whole leadership team is Certified.
- Improves your professional marketability when competing for higher positions.

### Who is certification for?

Certification is designed for current and emerging managers or leaders in the Community Action Profession. To achieve certification, employment in either a CAA, a delegate agency or sub-grantee of a CAA, a CSBG-eligible entity, a state or regional association office, or a state community services program office is required.

### How do I know it's right for me?

You may be an appropriate candidate for CCAP even if you are relatively new to Community Action and are a ready learner, or if you have "come up through the ranks" and never earned a degree. You may find it helpful to download the Candidate Data Form (CDF) and "take a test run." If you have been in a management level position for at least 2 years (full 24 months) and if you think you can earn at least 300 points on the CDF you could be ready to start.

### What are the steps to become a CCAP?

Follow these three steps to become a Certified Community Action Professional (CCAP):

#### 1. [Complete a Candidate Data Form \(CDF\)](#)

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. The CDF must be received at the Community Action Partnership Office or at the CCAP e-mail address, [ccapcontact@aol.com](mailto:ccapcontact@aol.com), by no later than 3rd Wednesday in January of the year of expected certification. This and all other relevant forms are available for download at <https://communityactionpartnership.com/ccap/>.

#### 2. [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 a manager and leader. The completed ESP must be received at the Community Action Partnership Office or at the CCAP e-mail

address, [ccapcontact@aol.com](mailto:ccapcontact@aol.com), by the 3rd Wednesday of February of the year of expected certification.

### 3. Pass an Online Exam (administered annually on the 2nd OR 3rd Wednesday in June)

A minimum score of 300 points on your CDF and a minimum score of 300 points on your ESP along with a combined total minimum score of 700 points for both submissions qualifies you to sit for the examination. The four-hour exam is based on the Community Action Body of Knowledge document, which cites core areas in which candidates should be highly knowledgeable. The passing score is 70 percent of the available points. A study guide is prepared in advance of the examination each year to assist candidates in preparing for the specific examination drawn up for that year. It is made available in late January each year for the examination that will be administered in July of the same year.

### **How do I enroll?**

Submit the completed enrollment form along with the signed Community Action Code of Ethics, the completed Qualifying Positions Worksheet, and the required enrollment fee to the Partnership Office via email ([CCAP@communityactionpartnership.com](mailto:CCAP@communityactionpartnership.com)). You can also view a brochure for [Building Your Pathway to CCAP](#).

### **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 Community Action Partnership Board Chair as recommended by the Commission. The Commission operates according to rules they have developed to ensure the integrity of the program. All Commissioners are CCAPs 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.

## **How can Iowa Community Action Association (ICAA) help?**

ICAA facilitates an optional CCAP Study Group for those involved in the program, to mentor and guide candidates in their learning throughout the process. The group connects monthly November — June via online meetings.

If you are interested in participating in a study group please contact Tiffany Keimig, ICAA Director of Training and Technical Assistance, at 515.244.0320 or [tkeimig@iowacommunityaction.org](mailto:tkeimig@iowacommunityaction.org).

