

# Guidelines for Certification



Section	Level 2 Practitioner	Level 3 Practitioner	Mentor
<b>Section I Functions</b>	Self-evaluation of 3-5 in 16 of 23 CORE functions	<ul style="list-style-type: none"> <li>• Self-evaluation of 4-5 in 18 of 23 CORE functions.</li> <li>• Rating of 3-5 in all of the competencies, and at least one of the OPTIONAL function areas</li> </ul>	<ul style="list-style-type: none"> <li>• Self-evaluation of 4-5 in all 23 CORE functions.</li> <li>• Rating of 3-5 in all of the competencies, and at least one of the OPTIONAL function areas</li> </ul>
<b>Section II Experience</b>	<b>Minimum 24 months</b> full-time experience in the settlement sector in Canada, within the previous five years	<b>Minimum five years</b> full-time experience in the settlement sector in Canada	<b>Minimum seven years</b> full-time experience in the settlement sector in Canada
<b>Section III Education and Training</b>	Minimum of 100 hours of training related to competencies	Minimum of 200 hours of training related to competencies	Minimum of 200 hours of training related to competencies

<p><b>Section IV Foundational Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstration of training for 60/90 competencies in CORE areas</li> <li>• Of these, a self-evaluation rating of 3-5 for at least 30 CORE competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration of training for 70/90 competencies in CORE areas</li> <li>• A self-evaluation rating of 4-5 for at least 60 CORE competencies</li> <li>• A self-evaluation of 4-5 in 10/20 OPTIONAL competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration of training for 70/90 competencies in CORE areas</li> <li>• A self-evaluation rating of 5 for at least 60 CORE competencies</li> <li>• A self-evaluation of 5 in 10/20 OPTIONAL competencies</li> </ul>
<p><b>Section V Leadership Examples</b></p>	<p>Only required for Mentor application.</p>		<p>Five examples of leadership roles related to the competencies, within <b>seven years of experience</b> in the settlement sector in Canada</p>