

Settlement Practitioner Certification Portfolio Checklist

This checklist is intended to support the applicant in developing a portfolio for submission to the Certification Committee for review. The [application](#) for Settlement Practitioner Certification can be downloaded from the website.

The certification portfolio must include the following sections with supporting documentation:

Introduction:

- **one-page letter of intent** which states:
 - **what level** is being applied for
 - the applicant's **current agency**
 - brief description of **the reasons for applying** for certification
- **table of contents** with page numbers

Section I: Documented Experience:

- completed **table on page 3** of the application form to list each job or position documented to demonstrate length of service in the settlement sector
- a **job description** for each position - this should not include salary information
- provide a **letter of verification** from your Executive Director indicating the number of years of Full Time Equivalency (FTE) you have been working in the settlement sector

Section II: Functions of Settlement Practitioners:

- complete the **self-evaluation checklist pages 5-7** to indicate the rating achieved in the 23 core function and 9 optional functions
- include current supervisor's signature on **page 7** to verify these ratings

Section III: Documented Education/Training

- complete the tables on **pages 9 and 10** of the application form
- copy additional pages as necessary to document all relevant training

- do not document more hours of training than is required for the level of certification applied for
- for **all training** documented in the table **include:**
 - the name of the course
 - facilitator or facilitating institution
 - the dates of training
 - course outline - objectives of the course
 - total number of hours of training
- provide **original course outlines** for any courses that are not AAISA courses
- provide **proof of completion** for all courses documented (completion certificate, transcript)
- *Please note that AAISA will allow credit for up to 15 hours for PLAR courses*

Section IV: Foundational Knowledge and Skills

- Complete the checklists on **pages 12 – 21** of the application form
- place a checkmark that indicates a self-rating of 1 -5 for each competency
- indicate the equivalent training that you have documented in the Documented Education /Training table on **pages 9 and 10**
- indicate the page number of the document that supports the competency
- This checklist **must be** verified (signed) by your current supervisor Page 22.

Settlement Practitioner Certification Portfolios can be submitted electronically to the Professional Development Unit at pd@aaaisa.ca for support and review prior to review by the Certification Committee.