

# Professional Development Certification

AAISA's Settlement Practitioner Training Program was established in 1989 to recognize the professional accomplishments of Canadian Settlement Practitioners who meet a set of standard qualification criteria. AAISA offers the only program in Canada that provides certification to qualified Settlement Practitioners.

Formal certification promotes excellence in the settlement sector and is based on assessing Prior Learning and Recognition (PLAR) as well as an evaluation of skills and training. Practitioners are certified as Level 2 or Level 3, recognizing respective competency levels and experience in the field.

## Certification Process

The process towards certification is similar for Level 2 and Level 3, but with different requirements to satisfy.



Figure 1: Certification process

1. The process begins with a personal assessment of your eligibility for certification. A list of criteria can be found in table one below and on the first two pages of the application. You will need to consult the application to self-reflect on competencies related to functions of Settlement Practitioners and foundational knowledge.
2. If you meet the criteria for certification, complete the application and provide all required supporting documents. Please consult the application checklist section in this document.
3. Submit a scanned copy of the application to [pd@aaisa.ca](mailto:pd@aaisa.ca). If the document is too large to email, you can use a service like Dropbox or simply mail a hard-copy to the following address:  
Alberta Association of Immigrant Serving Agencies  
Suite 200, 903-8<sup>th</sup> Avenue SW  
Calgary, AB. T2P 0P7
4. The professional development team will provide feedback if needed regarding missing documents or recommended edits. If not, we will confirm receipt.
5. AAISA will inform the applicant of the decision once the Professional Standards and Certification Committee has reviewed the application.

## Guidelines for Certification

Settlement practitioners who meet the specified requirements in the table below are eligible for Level 2 or Level 3 certification.

Section	Level 2 Practitioner	Level 3 Practitioner
<b>Section I: Documented Experience</b>	<ul style="list-style-type: none"><li>Minimum 24 months full time experience in settlement sector in Canada within previous 5 years</li></ul>	<ul style="list-style-type: none"><li>Minimum 5 years full time experience in settlement sector in Canada</li></ul>
<b>Section II: Functions of Settlement Practitioners</b>	<ul style="list-style-type: none"><li>Self-evaluation of 3-5 in 16 of 23 CORE functions</li></ul>	<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 in at least one of the OPTIONAL function areas</li></ul>
<b>Section III: Documented Education / Training</b>	<ul style="list-style-type: none"><li>Minimum of 100 hours of training related to competencies</li></ul>	<ul style="list-style-type: none"><li>Minimum of 200 hours of training related to competencies</li></ul>
<b>Section IV: Foundational Knowledge and Skills</b>	<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>

Table 1: AAISA Certification requirement summary

AAISA recognizes training from several institutions for the purpose of Settlement Practitioner certification. Candidates with prior training fall into the Prior Learning Assessment & Recognition (PLAR) category.

## Certification Portfolio Checklist

This checklist is intended to support the applicant in developing a portfolio for submission to the Professional Standards and Certification Committee for review. The application for the Settlement Practitioner Certification can be found on AAISA's [Professional Development 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
  - 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 on pages 5-7 to indicate the rating achieved
- Include your 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 that you document in the tables on pages 9 and 10, please include:
  - Course name
  - Facilitator or facilitation institution
  - Dates of training
  - Course outline that clearly details the objectives of the course
  - Number of training hours
- Provide original course outlines for any courses that are not AAISA courses
- Provide proof of completion for all course documented (completion certificate, transcript)
- Only list up to 15 hours of training per course being considered for PLAR; *AAISA will only allow credit for up to 15 hours per PLAR course*
- **NOTE: ALL AAISA COURSES ARE TO BE ALOTTED 15 HOURS**

### **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@aaisa.ca](mailto:pd@aaisa.ca) for support and review prior to the formal review by the Professional Standards and Certification Committee.*