



CCAP CANDIDATE DATA FORM (CDF)

Instructions for completing and submitting form in PDF Format:

- 1) Click on each section that is highlighted light blue
- 2) If there is not enough space for your entries, use the CDF Addendum Form found on the CCAP page on Community Action Partnership's website- www.CommunityActionPartnership.com
- 3) Save the PDF version of your CDF on your computer for future reference
- 4) Submit CDF document, Management/ Executive Staff Position worksheet(s), and CDF Addendum Page(s) (if applicable) to Jim Lopresti at ccapcontact@aol.com

Name:	Date Submitted:
E-mail address:	Street Address (to which mail should be sent): City/State/Zip:
Current Position:	Number of years in that position:
Telephone number:	Fax number:
Organization where you are employed:	Type of Organization: <input type="checkbox"/> CAA <input type="checkbox"/> CAA Sub-grantee <input type="checkbox"/> CAA Delegate Agency <input type="checkbox"/> CSBG Eligible Entity <input type="checkbox"/> National CSBG Partner <input type="checkbox"/> State or Regional CAA Association office <input type="checkbox"/> State Community Services Program Office /State CSBG Office

MAXIMUM AVAILABLE TOTAL POINTS = 500

I. YEARS OF EXPERIENCE AS A MANAGEMENT EXECUTIVE

1. **Number of years as a management or executive staff in a CAA** (To qualify, a position must meet at least three of the criteria named in the position worksheet found at the end of section I of this form. A worksheet must be appended to your CDF for each position you are claiming points in this section.)

POINTS for this section: 15 points per year to a total maximum of 150 points. No points awarded for partial years

CAA: _____ City, State: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Position/title: _____

CAA: _____ City, State: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Position/title: _____

CAA: _____ City, State: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Position/title: _____

CAA: _____ City, State: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Position/title: _____

2. **Number of years as a full-time management or executive staff member in an organization other than a CAA**

POINTS for this section: 8 points per year to a total maximum of 50 points. No points awarded for partial years

Organization: _____ Position/Title: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Organization: _____ Position/Title: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Organization: _____ Position/Title: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Organization: _____ Position/Title: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

- 3. Internship placement in CAA-related organization. (This may include: a CAA, including delegate agency or sub-grantee; CSBG office; state, national, or regional CAA-related association, such as Community Action Partnership, NCAF, NASCSP). Placement must be equal to 1 FTE for duration of internship.**

POINTS for this section: 1 point per month to a total maximum of 18 points.

Organization: _____ Position/Title: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Organization: _____ Position/Title: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

Organization: _____ Position/Title: _____

Dates served (Mo/Yr): FROM: _____ TO: _____

You MUST complete the Management / Executive Staff Position Worksheet for each, and every, position you have identified in CDF Section 1. 1

End of Section 1

II. Education

1. College or Graduate Degree

*POINTS for this section: Associate = 40 pts
Maximum allowed = 150pts*

Bachelors = 100 pts Masters and above = 150 pts

Degree: _____ Major, or graduate discipline: _____

Date Earned: _____ University/College: _____

Degree: _____ Major, or graduate discipline: _____

Date Earned: _____ University/College: _____

Degree: _____ Major, or graduate discipline: _____

Date Earned: _____ University/College: _____

2. **College credits earned in management courses other than those credits applied to a degree that you have completed.** These could be credits for a degree program you did not finish, or for courses completed and credited to you after you graduated.

POINTS for this section: 3 pts per college credit earned to maximum of 30 pts

Date attended: _____ Number of Credits earned: _____

Course title: _____ Institution: _____

Date attended: _____ Number of Credits earned: _____

Course title: _____ Institution: _____

Date attended: _____ Number of Credits earned: _____

Course title: _____ Institution: _____

Date attended: _____ Number of Credits earned: _____

Course title: _____ Institution: _____

Date attended: _____ Number of Credits earned: _____

Course title: _____ Institution: _____

3. Management courses completed for which you did not receive college credit. This may include courses for which you received continuing education credits (CEUs). Courses must meet for a minimum of 12 hours to count in this category. Courses for which you did receive college credit must be entered in #2 above. For courses or other training events that met for less than 12 hours, see #4 through #7 below.)

POINTS for this section: 5 pts per course to a maximum of 30 points. Course must be longer than 12 hours to count in this section

Date: _____ Length in hrs. : _____

Course Title: _____ Sponsoring Institution: _____

Date: _____ Length in hrs. : _____

Course Title: _____ Sponsoring Institution: _____

Date: _____ Length in hrs. : _____

Course Title: _____ Sponsoring Institution: _____

Date: _____ Length in hrs. : _____

Course Title: _____ Sponsoring Institution: _____

4. 4A. Specialized CAA National/State/Regional Executive Training or Certification programs. (30 points) (This category includes only programs specifically designed to provide comprehensive training in CAA management or **intensive training in specific technical functions in service to Community Action** as listed below. A listing of currently approved programs and the points assigned to each of them is included with this form.)

POINTS for section 4 A through D = cumulative maximum of 90 points

Name of Program: _____ Sponsoring Organization: _____

Is this program on the list of approved programs for this category? (See appended list for current year) Yes No

Length of Program: _____ Date Completed: _____

Name of Program: _____ Sponsoring Organization: _____

Is this program on the list of approved programs for this category? (See appended list for current year) Yes No

Length of Program: _____ Date Completed: _____

Name of Program: _____ Sponsoring Organization: _____

Is this program on the list of approved programs for this category? (See appended list for current year) Yes No

Length of Program: _____ Date Completed: _____

4B. Completed ROMA Training Certification Program. (30 points). This is only for those training programs that prepare candidates to train others on implementation of ROMA requirements. Program must consist of a minimum of 30 class contact hours of training and candidate must have achieved a passing score (or “pass” rating) either on a post training examination or on field evaluation by a master trainer. **You must check both boxes to receive point**

- I have attended a full ROMA training of trainers program of at least 30 contact hours.
- I have achieved a passing score on a post training examination or have achieved the equivalent on a field evaluation rating scale from a master trainer.

Location of ROMA Certification Training: _____

Dates of attendance: FROM: _____ TO: _____

4C Completion of Community Action Partnership training as a Pathways Reviewer (10 points)

- I have attended a full Pathways Reviewer Training program of at least 20 contact hours.

Location of Pathways Reviewer Training: _____

Dates of attendance: FROM: _____ TO: _____

4D. Completion of the ELITE Program (20 points – ALL boxes must be checked to qualify for points)

- I completed an Individual Development Plan
 - I completed written reports for all topic studies
 - I participated in at least 85% of the weekly topic discussion sessions
-

4E. Completion of National Family Development Credential. This is only for candidates who completed the 90 hour Empowerment Skills for Family Worker course authored by Dr. Claire Forest and led by an official FDC instructor. **YOU MUST CHECK BOTH BOXES TO RECEIVE POINTS (30 points)**

- I have attended the full 90 hour Empowerment Skills For Family Course led by an official FDC instructor.
- I have achieved a passing score on a post training examination based on Empowerment Skills for Family Worker

5. Management seminars completed that were focused specifically on the fundamentals of Community Action or Not-for-Profit organizational management. (A seminar must meet for a period of at least 6 hours to count in this category. Do NOT include in this category any seminars you attended that were presented at state, national, or regional CAA association meetings. See #6 below.)

POINTS for this section: 3 pts per each 6 hours of attendance to a maximum of 30 pts

Topic of Seminar: _____ Sponsoring Organization: _____

Date of attendance: _____ Length of Seminar in Hours: _____

Topic of Seminar: _____ Sponsoring Organization: _____

Date of attendance: _____ Length of Seminar in Hours: _____

Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____
Topic of Seminar: _____	Sponsoring Organization: _____
Date of attendance: _____	Length of Seminar in Hours: _____
_____	_____

6. Attendance at CAA-related State, Regional, or National Association sponsored seminars/training events. (This category is for participation in seminars that were given under the auspices of a CAA-related association. Each seminar or training event must have met for a minimum of 1 hour (60 minutes) to count in this category. The annual Community Action Partnership Convention or Management and Leadership Training Conference are examples of events that fall into this category.

(Note: This is not the category for documenting your attendance at CAA association conferences. See # 8–12 for entries in that category.)

POINTS for this section: 1 pt for each hour of attendance per seminar. Seminar must have met for minimum of 60 minutes to receive consideration. No fractions of a point will be given. Maximum for this section = 30 pts

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring CAA related association: _____

Dates attended: _____ Length of training/seminar in hours: _____

- 7. Management related seminars/workshops sponsored by professional or trade associations, business organizations, government agencies, independent commercial seminar producers** (half day = at least three hours). This category refers to management training events that are not specifically focused on fundamentals of Community Action or Not-for-Profit organization management already covered in # 5 above. Also, Do NOT include in this category any seminars you attended that were presented by state, national, or regional CAA associations. See #6 above.)

POINTS for this section: 1 pt per half day (i.e. no less than 3 hrs = half day) to a maximum of 20 pts. No partial pts given

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

Topic of training/seminar: _____

Sponsoring organization or company _____

Dates attended: _____ Length of training/seminar in hours: _____

- 8. Attendance at CAA's State Association Conferences.** (If you attended an hour or longer seminar at this meeting and listed it above in #6, you must also have attended other events at the Conference to list your attendance under this category as well. Other events might include such activities as general sessions, legislative briefings, advocacy or networking meetings, planning meetings, open forums, etc.)

POINTS for this section: 2 points per conference to a maximum of 10 pts.

State Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

State Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

State Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

State Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

9. Attendance at CAA's Regional Association Conference. (If you attended an hour or longer seminar at this meeting and listed it above in #6, you must also have attended other events at the Conference to list your attendance under this category as well. Other events might include such activities as general sessions, legislative briefings, advocacy or networking meetings, planning meetings, open forums, etc.)

POINTS for this section: 2 points per conference to a maximum of 10 pts.

Regional Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Regional Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Regional Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Regional Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Regional Association Name: _____

Date of Conference meeting (Month and Year): _____ Location: _____

10. Attendance at the Community Action Partnership's National Conference. (If you attended an hour or longer seminar at this meeting and listed it above in #6, you must also have attended other events at the Conference to list your attendance under this category as well. Other events might include such activities as general sessions, legislative briefings, advocacy or networking meetings, planning meetings, open forums, etc.)

POINTS for this section: 2 points per conference to a maximum of 10 pts.

Community Action Partnership Conference Location: _____

Date of Conference meeting (Month and Year): _____

Community Action Partnership Conference Location: _____

Date of Conference meeting (Month and Year): _____

Community Action Partnership Conference Location: _____

Date of Conference meeting (Month and Year): _____

Community Action Partnership Conference Location: _____

Date of Conference meeting (Month and Year): _____

Community Action Partnership Conference Location: _____

Date of Conference meeting (Month and Year): _____

11. Attendance at NCAF's National Conference. (If you attended an hour or longer seminar at this meeting and listed it above in #6, you must also have attended other events at the Conference to list your attendance under this category as well. Other events might include such activities as general sessions, legislative briefings, advocacy or networking meetings, planning meetings, open forums, etc.)

POINTS for this section: 2 points per conference to a maximum of 10 pts.

Date of Conference meeting (Month and Year): _____

12. Attendance at other CAA-related State, Regional, or National Conferences (CAA related = Head Start, Weatherization, CSBG, etc.). (If you attended an hour or longer seminar at this meeting and listed it above in #6, you must also have attended other events at the Conference to list your attendance under this category as well. Other events might include such activities as general sessions, legislative briefings, advocacy or networking meetings, planning meetings, open forums, etc.)

POINTS for this section: 2 points per conference to a maximum of 10 pts.

Name of Sponsoring Organization: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Name of Sponsoring Organization: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Name of Sponsoring Organization: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Name of Sponsoring Organization: _____

Date of Conference meeting (Month and Year): _____ Location: _____

Name of Sponsoring Organization: _____

Date of Conference meeting (Month and Year): _____ Location: _____

End of Section 2

III. INVOLVEMENT IN NATIONAL, REGIONAL, STATE AND LOCAL CAA ACTIVITIES.

1. Instructional presentations to CAA organizations other than your own. (Minimum of one hour in length.)

POINTS for this section: One point per hour, to a maximum of 5 points per presentation, to a maximum total of 30

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

2. Instructional presentations to non-CAA organizations concerning CAA-related matters (Minimum one hour length.)

POINTS for this section: One point per hour, to a maximum of 5 points per presentation, to a maximum total of 20

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

3. Discussion leader or panelist for a CAA organization other than your own

POINTS for this section: 2 points per event, to a maximum of 20 points.

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

4. Discussion leader or panelist for a non-CAA organization

POINTS for this section: 2 points per event, to a maximum of 10 points.

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

Sponsoring organization: _____ Location of presentation: _____

Subject of presentation: _____ Date: _____ Number of hours: _____

5. A. Service in a capacity outside your own CAA (OTHER THAN participation on a Pathways or Excellence Review Team - See 5B and C below. Activities may include 1) provided peer review or evaluation of CAA activities; or 2) explored and developed public policy initiatives relevant to CAAs; or 3) advanced educational or training opportunities for CAA staff. (Use this category if you served on a panel or commission to review the activities of another CAA for the purposes of giving a summary report to the CAA and/or to the agency or organization requiring that review. Other examples would be service on a regional conference planning committee, state Dialogue on Poverty planning groups, Community Action Partnership committees or sub-committees, or ROMA implementation task forces, or similar activities

POINTS for this section: Up to 5 points per activity in section 5A, up to 10 points per review in sections 5B and 5C, to a maximum total of 50 points for all parts of section 5 combined

Name of agency sponsoring the activity: _____

Type of activity: Review Group Planning Group Implementation Group
 Other (specify) _____

Date of delivery of final product or report: _____ Number of hours you participated in this activity: _____

Name of agency sponsoring the activity: _____

Type of activity: Review Group Planning Group Implementation Group
 Other (specify) _____

Date of delivery of final product or report: _____ Number of hours you participated in this activity: _____

Name of agency sponsoring the activity: _____

Type of activity: Review Group Planning Group Implementation Group
 Other (specify) _____

Date of delivery of final product or report: _____ Number of hours you participated in this activity: _____

Name of agency sponsoring the activity: _____

Type of activity: Review Group Planning Group Implementation Group
 Other (specify) _____

Date of delivery of final product or report: _____ Number of hours you participated in this activity: _____

Name of agency sponsoring the activity: _____

Type of activity: Review Group Planning Group Implementation Group
 Other (specify) _____

Date of delivery of final product or report: _____ Number of hours you participated in this activity: _____

Name of agency sponsoring the activity: _____

Type of activity: Review Group Planning Group Implementation Group
 Other (specify) _____

Date of delivery of final product or report: _____ Number of hours you participated in this activity: _____

5B. Service as Pathways Reviewer for Community Action Partnership (up to 10 points per review – ALL boxes must be checked to qualify for points)

Date of review (Mo and Yr): _____

I did participate in the Peer Review Consensus Call

I submitted completed comments for inclusion in the Feedback Report to the agency reviewed

Date of review (Mo and Yr): _____

I did participate in the Peer Review Consensus Call

I submitted completed comments for inclusion in the Feedback Report to the agency reviewed

Date of review (Mo and Yr): _____

I did participate in the Peer Review Consensus Call

I submitted completed comments for inclusion in the Feedback Report to the agency reviewed

5C. Service as Excellence Award Reviewer for Community Action Partnership (up to 10 points per review – ALL boxes must be checked to qualify for points)

Date of review (Mo and Yr): _____

I did participate in the Peer Review Consensus Call

I did participate in site visit

I submitted completed comments for inclusion in the Feedback Report to the agency reviewed

- 6. Articles published.** (Attach copy of each article.) (This category includes such items as published reports, newsletter articles, letters to the editor, Op/Ed pieces, as well as articles on history, values, programs of CAAs, etc. This category does not include articles written as part of training materials for management or operation of CAAs or related human services organizations. For entries in that category, see Part IV, #1)

POINTS for this section: Up to 3 points per article; 1 point for each letter to the Editor of a newspaper or other journal; 2 points for each Op/Ed piece; 3 points for published reports and articles published in journals or magazines, etc. to maximum of 15 points.

Publication: _____ Publication date: _____

Affiliated organization: _____

Title of article: _____ Is article attached? Yes No

Publication: _____ Publication date: _____

Affiliated organization: _____

Title of article: _____ Is article attached? Yes No

Publication: _____ Publication date: _____

Affiliated organization: _____

Title of article: _____ Is article attached? Yes No

Publication: _____ Publication date: _____

Affiliated organization: _____

Title of article: _____ Is article attached? Yes No

7. Membership on CAA Board of Directors

POINTS for this section: 5 points for each year served. Maximum of 30 points.

Name of Agency: _____ City and State: _____

Dates (month/year) served on this board: FROM: _____ TO: _____

Name of Agency: _____ City and State: _____

Dates (month/year) served on this board: FROM: _____ TO: _____

8. Membership on State, Regional, and/or National CAA Association Board of Directors

POINTS for this section: 5 points for each year served. Maximum of 50 points

Name of Association: _____

Check whether this is a: National State Regional

Dates (mo/yr) served on this board: FROM: _____ TO: _____

Name of Association: _____

Check whether this is a: National State Regional

Dates (mo/yr) served on this board: FROM: _____ TO: _____

9. Membership on other human service organizations Board of Directors (e.g., United Way, Salvation Army, Social Service Agencies)

POINTS for this section: 2 points per year served, to a maximum of 10 points

Name of Organization: _____

Dates (mo/yr) served on this board: FROM: _____ TO: _____

Name of Organization: _____

Dates (mo/yr) served on this board: FROM: _____ TO: _____

Name of Organization: _____

Dates (mo/yr) served on this board: FROM: _____ TO: _____

End of Section 3

IV. INVOLVEMENT IN PUBLISHING AND TRAINING AND IN ASSOCIATION MANAGEMENT ACTIVITIES OUTSIDE OF THE CAA

1. **Instructional materials (such as articles or books) on the organization, operation, or management of CAAs or related human service organizations.** (Enclose a copy of article or table of contents of larger work.)

POINTS for this section: Up to 5 points per document, to a maximum of 30 points.

Type of publication: book article manual a/v materials Other: _____

Title: _____ Publication or production date: _____

Type of publication: book article manual a/v materials Other: _____

Title: _____ Publication or production date: _____

Type of publication: book article manual a/v materials Other: _____

Title: _____ Publication or production date: _____

Type of publication: book article manual a/v materials Other: _____

Title: _____ Publication or production date: _____

Type of publication: book article manual a/v materials Other: _____

Title: _____ Publication or production date: _____

2. **Instructional presentations on CAA management or related topics for organizations other than CAA associations.** (Presentations must be for a minimum of ½ hour to receive points in this category.)

POINTS for this section: 5 points per presentation, to a maximum of 15 points.

Sponsoring organization: _____ Location: _____

Subject of presentation: _____ Date: _____

Sponsoring organization: _____ Location: _____

Subject of presentation: _____ Date: _____

Sponsoring organization: _____ Location: _____

Subject of presentation: _____ Date: _____

3. Involvement in non-CAA-related association management organizations at the local, state, or national level.

POINTS for this section: 1 point per involvement, to a maximum of 5 points.

Name of association or sponsoring organization: _____

Role or activity in that organization: _____

Dates of involvement: FROM: _____ TO: _____

Name of association or sponsoring organization: _____

Role or activity in that organization: _____

Dates of involvement: FROM: _____ TO: _____

Name of association or sponsoring organization: _____

Role or activity in that organization: _____

Dates of involvement: FROM: _____ TO: _____

Name of association or sponsoring organization: _____

Role or activity in that organization: _____

Dates of involvement: FROM: _____ TO: _____

Name of association or sponsoring organization: _____

Role or activity in that organization: _____

Dates of involvement: FROM: _____ TO: _____

By typing my name below, I certify that information contained in this form is true and correct.

Signature

Date

End of Section 4

Current Training Events Approved By the CCAP Commission for Inclusion on Candidate Data Form, Section II.4

Note: Certain of these programs are no longer in operation. Candidates who have completed any these programs in their entirety, however, are still eligible to earn points in section II.4 for the years when the program was in operation.

1. **“EXECUTIVE DEVELOPMENT INSTITUTE”**
 - a. Offered through auspices of CSBG Program Office, Missouri Department of Social Services’ Division of Family Services.
2. **“SEACAA” CERTIFICATION TRAINING**
 - a. Offered through auspices of Southeast Association of CAAs
3. **COMMUNITY ACTION PARTNERSHIP EXECUTIVE TRAINING SERIES***
 - a. Offered in three sections (attendance at all three is required)
 - b. “Essentials of Community Action Management”
 - c. “Mobilizing Resources for Community Action Agencies”
 - d. “The Power of Servant Leadership”
4. **“NATIONAL COMMUNITY ACTION MANAGEMENT ACADEMY”**
 - a. Offered at Mid Iowa Community Action, Marshalltown, IA
5. **National ROMA Peer to Peer Training** (And other **ROMA peer training programs** that meet the qualifications identified on current CDF form)

Only those programs that have been pre-approved by the CCAP Certification Commission may be entered on CDF Section II Education, #4, “Specialized CAA National/State/Regional Executive Training or Certification Programs.”

Approval by the Certification Commission requires:

1. Program must be specifically designed to deliver training addressing:
 - a. Community Action Vision and Values
 - b. Management skills
 - c. Leadership skills
2. Program must have a minimum of 30 contact/classroom hours to qualify at the full thirty points.
3. Current program curriculum must be on file with the CCAP Commission.

(CCAP Commission, March 3, 2000)