



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL

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**International Economic  
Development Council  
Certified Economic Developer (CEcD)  
Certification Program**

***Application Booklet***

**International Economic Development Council  
734 15<sup>th</sup> Street, NW  
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Washington, D.C. 20005  
phone: (202) 223-7800  
fax: (202) 223-4745  
<http://www.iedconline.org>**

Dear Economic Development Practitioner:

Congratulations on your decision to apply for certification through IEDC! IEDC's Certified Economic Developer program distinguishes economic developers who have reached a level of excellence in the economic development profession and are dedicated to continuing professional growth. Certification through IEDC will consider you a CEcD, a term intended to unify and strengthen the economic development community.

This application booklet contains the following important information:

Certification Requirements	Page 4
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Instructions on how to fill out your CEcD application	Page 10
The four page CEcD application form <b>to be returned to IEDC</b>	Page 12

Please read over **ALL** of the materials carefully before filling out the application.

Return the completed application form, as well as a copy of your current resume, to the IEDC office at least 60 days before the exam for which you intend to sit. Time of receipt is important, as IEDC cannot accept applications after the published cut off dates. Please also be sure to include your \$495 (member) \$695 (non-member) examination fee with your application. Applications are not considered complete until all materials are received in the IEDC office including payment. You may want to refer to the Check List on page 16 to help ensure your application is complete.

You will be notified if your application has been accepted at least five weeks before the date of the exam for which you have indicated you would like to sit. At that time you will also receive more specific information as to the exact location of the exam, as well as the agenda. However, please be aware that the written exams usually require candidates to be ready at 7:00 a.m. on the Saturday of the exam.

We look forward to considering your application. Congratulations on taking this step. We wish you the best as you move forward toward certification.

Jeffrey Finkle, CEcD  
President and CEO  
International Economic Development Council

**International Economic Development Council  
Certified Economic Developer Program  
CEcD**

The International Economic Development Council (IEDC), as part of its many services to its members and the economic development community, has developed a voluntary Certified Economic Developer program in order to recognize the dedication and excellence of practitioners in the field of economic development. IEDC certification denotes a mastery of principal skills in economic development, professional attainment, and a commitment to professional and personal growth. Individuals successfully completing the Certified Economic Developer program will be recognized as a CEcD.

The IEDC CEcD certification program is derived from IEDC's successful training program, which educates economic developers from around the world. The voluntary certification program is geared toward practitioners who have chosen to dedicate their work to increasing job opportunities, increasing the tax base and, most importantly, improving the quality of life in their communities of practice. Hence, the exam critiques the practitioner's broad knowledge of economic development as well as his/her expertise in practicing the profession. The process requires a combination of education, experience in economic development and recognizes other certifications that can be related back to the competencies of economic development.

IEDC certification is based solely on the development of key skills in areas that the IEDC Education Committee has established as the principles of economic development. Those interested in applying for IEDC's certification must have:

- X At least four years professional experience in economic development.
- X A personal commitment to economic development.
- X Mastery of a body of knowledge in economic development.

The exam will cover eight competencies identified by the IEDC education committee as the core competencies of economic developers. Those eight competency areas are: *Strategic Planning, Finance, Marketing, Management, Land (Real Estate), Business Retention & Expansion, Workforce Development and Community Development*. The IEDC training manuals will be the basis of the exam questions.

The written and oral exams will be offered in conjunction with one another. Only those individuals who have previously applied to take the exam for that exam period, and have received confirmation to do so, may sit for the exam.

Although an applicant is allowed to sit for the exam with a minimum of four years of experience, please note that this is the absolute minimum. The Certification Committee suggests that applicants have at least five years of experience. The purpose of the four year minimum requirement is to serve those who feel that they are ready to take the exam after four years in the profession.

## Certification Requirements

All applicants are expected to have taken six of the eleven courses currently offered through IEDC's professional training program (or the equivalent, see p. 5). Four of these six courses are required; *Introduction to Economic Development*, *Economic Development Credit Analysis*, *Real Estate Development and Reuse* and *Business Retention and Expansion*.

The additional two courses are to be selected by the candidate from the other seven specialized courses. Individuals may attend the courses in any order, but may not take the certification exam until all course requirements are met. **An applicant may request an application booklet once the sixth course has been completed.**

Candidates must pass two written and one oral exam. These exams consist of case study development, essay questions, multiple choice questions, and an oral component.

### Coursework

The **four core courses** are:

- \* Introduction to Economic Development
- \* Business Retention and Expansion
- \* Economic Development Credit Analysis
- \* Real Estate Development and Reuse

The **seven specialized courses** are:

- \* Economic Development Planning
- \* Neighborhood Development Strategies
- \* Economic Development Marketing
- \* Technology-led Economic Development
- \* Managing Economic Development Organizations
- \* Entrepreneurial and Small Business Development Strategies
- \* Economic Development Finance Programs
- \* Brownfields Redevelopment

## Recertification Requirements

Recertification is expected every three years. Recertification is based on practitioner based professional development once a practitioner has been certified. This professional development can come from a variety of sources, however, attendance to at least two IEDC events over the three years is required. Certified Economic Developers will be expected to attend economic development related meetings, conferences and events. Other options include attendance at an accredited state economic development membership organization meeting, accredited regional economic development membership organization meetings (such as Southern Economic Development Council, Northeastern Economic Developers Association, Mid-America Economic Development Council) or attendance at other national membership organizations related to economic development (EDAC).

Although attendance at events outside of IEDC will be recognized, IEDC events will be a requirement and will be weighted heavier than non-IEDC events.

## **Exceptions to Requirements**

- 1) Professionals who have been in the field of economic development for at least five years, will have the option of waiving the required *Introduction to Economic Development* course. However, these individuals will still be expected to have taken a total of six IEDC courses, substituting a third elective for the introductory course.
- 2) Professionals who have taken one of the IEDC accredited **Basic Economic Development Courses**, are not required to take the IEDC *Introduction to Economic Development Course*, and need to only take the additional three core courses and two specialized courses.
- 3) Economic developers who have graduated from a graduate program in economic development (this does not include planning, public policy, or economics) may choose to waive the required Intro/Basic course as well as one specialized course. These individuals will be required to take the three core courses and one specialized course.
- 4) Candidates having completed 16 hours in a single competency area after attending the **Economic Development Institute (EDI)** may substitute that for one of IEDC's courses. Hence, to pass out of IEDC core courses, a candidate must demonstrate the equivalent of hours of instruction for the same topic. Hence, to pass out of the core courses, an EDI attendee must have undertaken 16 hours of instruction at EDI in *Real Estate Development and Reuse*, 16 hours of instruction in *Business Retention and Expansion*, and/or 24 hours of instruction in *Economic Development Credit Analysis*. EDI will assist candidates to determine hours accumulated in a single competency area.
- 5) Those graduating from **EDI** who can demonstrate 16 hours of instruction in a specific topic area may use those hours to pass out of the specialized course requirements.
- 6) IEDC recognized deLuca Award winners are exempt from taking the oral and written exams. These individuals have already been evaluated by peers and recognized as being leaders in their fields. Each year IEDC bestows the honor of the deLuca Award to an individual who has been recognized by IEDC for his/her lifelong contribution to the field of economic development.
- 7) In recognition of the commitment and years of economic development experience of IEDC Board Members, past and present board members and presidents will be exempt from course requirements but will be expected to take the written and oral exams.
- 8) Economic developers working in Canada who have successfully completed the Economic Developers Association of Canada's (EDAC) Ec.D. program, will be required to take a supplemental course to review economic development policy in the United States and will still need to sit for the IEDC exam.

## **Examination Procedures**

*Applicants are expected to receive passing marks on two written and one oral exam.*

### **Essay Exam**

The essay exam tests facts, applied decision-making and the candidate's broad knowledge of economic development. This section is comprised of case study developments, none of which will require a calculator. To provide continuity and consistency, exam questions will cover material that appears in the IEDC manuals, however, a candidate's experience and expertise are expected to be woven into the answer of the essay exam. Hence, a candidate's answer that comes straight from the manuals will not be sufficient. Candidates must show applied knowledge in answering these questions. Candidates will have two and a half hours to complete this portion of the exam.

### **Short Answer Exam**

The second portion of the written exam is comprised of multiple choice, matching and short essay questions. All the questions for this section can be referenced in the IEDC manuals. Manuals are available for purchase through IEDC's Publications Department and can be purchased for \$55 for members and \$75 for non-members, plus \$4.50 for postage per manual. There is a manual that corresponds with each training course, and has the same name. If you are interested in purchasing a number of manuals, please indicate which manuals you would like to purchase and the form of payment to (202) 223-4745. Orders for manuals cannot be taken over the phone.

For those attending IEDC training courses, manuals are handed out at IEDC training courses and are included in training course fees.

Applicants who fail either part of the written exam, essay or short answer, will have the opportunity to retake that section of the exam (see retake section) at a future time, but not within 60 days of failing the exam. Applicants who fail a section two times will be required to take/retake at least one more course through IEDC's Training Program before testing for that section again. Applicants who fail either part of the written exam, will not be allowed to sit for the oral portion of the exam.

### **Oral Exam**

An oral exam will be required of each applicant once he/she has passed both written portions of the exam. The oral exam is a formal examination conducted by a panel of three experts and will be an hour in length; 45 minutes to question the candidate and 15 minutes to review the candidate. During this section, the applicant will be critiqued on skills and abilities that cannot be graded through a written process.

The candidate is expected to demonstrate a broad knowledge of economic development and his/her ability to apply that knowledge based on the questions asked during the oral exam. The oral exam will test applicants' abilities to articulate their understanding of issues in economic development. Although questions may be broad or focused, it is during this section that experience counts the most. It gives the candidate an opportunity to talk about his/her experiences and accomplishments in economic development as well as his/her thoughts about the field of economic development.

Questions may cover the candidate's direct experience in economic development, areas outside the expertise of the individual, or review questions from the written exams that the candidate did not do well on.

Before the oral exam, the candidate will have the chance to review the names of the individuals who will be assessing them. If the candidate feels that there might be a conflict of interest, the candidate can indicate that at that time, and will be provided another panel.

## **Results**

All results from the two written portions of the exam as well as the oral portion of the exam are Pass or Fail. Candidates will be given some feedback if they fail on their essay or oral exams. Graders will legibly write up critiques which will be made available to candidates by request. Critiques will be provided only to those who have failed the exam. Those who have passed the exam and request written comments will be charged an extra fee for the receipt of the comments.

Exam results will be posted using the Candidate Code numbers, in a pre-designated area the weekend of the exam. If a candidate must be contacted by phone, results will only be given directly to the candidate, not via voice mail or a message. Each candidate will be awarded a diploma indicating certification and a CEcD pin once it has been determined he or she has fulfilled all requirements and passed all three parts of the exam.

## **Retakes**

Candidates are permitted to retake any part of the exam that they have previously failed. However, the retake application must be completed, with payment, and at the IEDC offices 60 days before the exam date for which the candidate would like to sit. There will be an additional retake fee.

## **Preparing for the Exam**

The CEcD is a practitioner's exam which tests the knowledge of an economic developer through his/her experiences in the field. As such, there are no courses available that are geared toward preparation for the exam. However, past exam candidates who took the training courses AS WELL AS past exam candidates with 10 or more years of experience have found it useful to use the IEDC training manuals as study guides.

Exam takers should focus on material that is expected to be known by an economic developer, and are encouraged not to memorize the minutia of the manuals. The exam will cover nine competency areas, which have been identified as the core competencies of an economic developer by the IEDC Education Committee. Those competency areas are: *Strategic Planning, Finance, Marketing, Management, Land (Real Estate), Business Retention & Expansion, Workforce Development, Community Development, Economics and Public Policy.*

However, IEDC would like to remind candidates that even though they may study the manuals, studying cannot substitute for experience. The manuals put what an economic developer does everyday into context. Hence, they serve as the materials from which the exam is derived, but also assists a practitioner in organizing what he/she does on a daily basis. If you are interested in purchasing any training manuals, please send in a faxed request to (202) 223-4745, attn: Publications, indicating form of payment and the name of the manuals you wish to purchase.

## **The Application Process**

*Please read this section carefully before filling out the application form*

All certification applications must be received in the IEDC offices **sixty days prior** to the date of the exam for which the applicant would like to sit. The applicant will be notified approximately one month before the exam period as to whether or not the application has been accepted. Applicants will only be turned away if the information they have submitted regarding completion of IEDC courses is false or incomplete, if it has been determined that the applicant does not have the required 4 years of experience, or if the exam fee has not been received.

### **The Application Fee**

The \$495 for members and \$695 for non-members examination fee must accompany the application and **is fully non-refundable**. In situations where an applicant has completed the application process and submitted exam fees and then is absolutely unable to attend the examination, then the applicant will be expected to sit for an exam in the next year. If the candidate does not sit for the exam during that year, the examination fee is NOT refundable and another examination fee will be required for the candidate to take the exam outside of the year's grace period.

### **Proof of Coursework**

Proof of credit for education programs outside of IEDC's training program that is to be substituted for IEDC coursework must be **received at the IEDC offices sixty days prior** to the date of the exam. If the materials verifying outside coursework are not at the IEDC offices at this time, no course substitutions will be accepted for course credit outside of IEDC course credit. However, the applicant has the choice of postponing the date at which he/she would like to sit for the exam to ensure the appropriate materials are received at the IEDC office in time.

### **Confidentiality**

All material submitted to IEDC will be treated with the utmost confidentiality. All application materials submitted become the property of IEDC and cannot be returned. First notice of exam results will be given directly to the examinee.

**Notice of Application Acceptance**

Applicants meeting IEDC certification requirements will be sent a notice of application acceptance approximately one month before the exam is to be taken. Applicants whose applications have been denied will be informed at this time as to the reason for the denial. However, accompanying fees will not be returned.

**Certification Committee**

IEDC has established a certification committee to oversee the certification program. All concerns or appeals will be brought before the certification committee for review.

**Disclaimers**

*IEDC cannot be held responsible for an applicant's failure of the written or oral exams. Any questions or concerns are subject to review by the IEDC Certification Committee. IEDC reserves the right to change certification methodology and procedures in order to improve the product and balance the needs of the organization and the membership.*

## **CEcD Application Instructions**

*Please read the following instructions before filling out the attached application.*

### **Section A - General Information**

This information identifies the applicant's current address and employer. Years with present employer and years of service in economic development are based on full time positions. The applicant should only include an address at which he/she is sure to be reached within the next year. All correspondences as well as diploma and pin will be sent to this address.

### **Section B - Examination Date**

Please choose the exam for which you would like to sit from one of the following examination dates. Indicate your choice in Section B of the Application Form.

**Be sure to include both date and location.**

### **Section C - Employment Information**

Please fill out accordingly. A copy of the applicant's current resume should be attached as well. Without a recent resume, the application will not be considered complete.

### **Section D – Eligibility Criteria**

Please fill out this sheet to identify qualification for sitting for the exam.

In order to be eligible to sit for the certification exam, an individual must have at least four years of experience, and have completed the set of IEDC training courses (please see exceptions on page 5).

- You must have at least four years of experience of economic development to qualify to sit for the exam.
- IEDC no longer offers the 10-year waiver to exempt applicants from the course requirement.
- If you have been in the field of economic development for more than five years, or have participated in an introductory economic development course from another recognized organization, you may have the option of waiving the required *Introduction to Economic Development* course. However, you must submit evidence of five years of economic development experience or provide documentation of the completion of the introductory course. You are still expected to have taken a total of six IEDC courses, substituting a third elective for the introductory course. **Note:** For those having taken a **Basic Economic**

**Development Course** accredited by IEDC, the candidate need only take five more IEDC courses.

- Those that have completed the **National Development Council's Economic Development Finance Professional Certification Program (EDFP)** are exempt from the *Economic Development Finance* course requirement. These candidates must provide documentation of completion of the NDC program.
- Those having completed an entire competency at the **Economic Development Institute**, may substitute that area of concentration (having attended 16 hours in one area, except Finance which requires 24 hours) as one of the specialized courses. Documentation from EDI must be submitted.

### **Section E - Method of Exam Payment**

The examination fee must accompany the application form. An applicant will not be considered without payment. Please select the manner in which you would like to pay for the examination fee. This fee automatically includes the CEcD diploma and pin, which will be mailed once the candidate has successfully passed all three portions of the exam.

### **Section F - Applicant's Signature**

Applicant must sign on pages 14 and 15 in order for application to be processed. All fees submitted are non-refundable.

**International Economic Development Council  
CERTIFIED ECONOMIC DEVELOPER® APPLICATION**

**Application to sit for the certification examination must be received sixty days prior to any scheduled examination.**

**Section A - Applicant Information**

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

\_\_\_\_\_ Years with Present Employer \_\_\_\_\_ Years of Service in Economic Development

**Section B - Examination Date** (Please see Application Instructions)

Please indicate for which exam you would like to sit. Include both date and location.

Date \_\_\_\_\_ Location \_\_\_\_\_

**Section C - Employment Information**

Please indicate employment experience in the field of economic development by submitting a recent and complete resume. Current resume must include the following for each past position in economic development:

- Title/Position
- Employer/Supervisor/Organization
- Dates
- Job Description and Duties

## Section D - Eligibility Criteria

Please check each that apply to you. You must check at least one box per requirement area:

### Required:

- Full time Professional Economic Developer for at least 4 years  
Total number of years of economic development experience\_\_\_\_\_

### Required:

- Graduate of a **Basic Economic Development Course** Accredited by IEDC  
Location\_\_\_\_\_Date completed\_\_\_\_\_

Or

- Attendance at an IEDC *Introduction to Economic Development Course*  
Location\_\_\_\_\_Date completed\_\_\_\_\_

Or

- Graduate of an Economic Development Graduate Program  
University \_\_\_\_\_ Year \_\_\_\_\_

Or

- More than five years experience in economic development. Hence, I waive the Intro/Basic Course requirement, however, I recognize that I must take an additional specialized course.

## Three Core Course Requirements

### Business Retention and Expansion

At least one of the following is required:

- Attendance at IEDC Business Retention and Expansion Course  
Location\_\_\_\_\_Date completed\_\_\_\_\_

Or

- 16 hours of Business Retention and Expansion instruction at EDI

### Real Estate Development and Reuse

At least one of the following is required:

- Attendance at IEDC Real Estate Development and Reuse Course  
Location\_\_\_\_\_Date completed\_\_\_\_\_

Or

- 16 hours of Real Estate Development and Reuse at EDI

Or

- Professional Certification (such as CCIM) in a national/international membership organization that indicates a mastery of Real Estate Development and Reuse  
Certification Type\_\_\_\_\_ Year Certified \_\_\_\_\_ Year of Recertification \_\_\_\_\_

**Economic Development Finance**

At least one of the following is required:

- Attendance at IEDC Economic Development Credit Analysis Course  
Location \_\_\_\_\_ Date completed \_\_\_\_\_
- Or  24 hours of Economic Development Finance Instruction at EDI
- Or  Economic Development Finance Professional (EDFP) Certification through the National Development Council (NDC) Year Received \_\_\_\_\_

**Two Electives (At least two are required)**

<input type="checkbox"/> Attendance at IEDC elective course Subject _____ Location _____ Year _____
<input type="checkbox"/> Attendance at IEDC elective course Subject _____ Location _____ Year _____
<input type="checkbox"/> Attendance at IEDC elective course Subject _____ Location _____ Year _____
<input type="checkbox"/> 16 hours of instruction at EDI Subject _____ Location _____ Year _____
<input type="checkbox"/> 16 hours of instruction at EDI Subject _____ Location _____ Year _____
<input type="checkbox"/> 16 hours of instruction at EDI Subject _____ Location _____ Year _____
<input type="checkbox"/> Graduate of an Economic Development Graduate Program University _____ Year _____

**Applicant's Signature**

I, \_\_\_\_\_, verify that the above information is true and accurately portrayed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Section E - Method of Exam Payment

Total Application Fee \$_____ (\$495 - IEDC Member, \$695 - IEDC Non-Member)	
<input type="checkbox"/> Check Enclosed	Check Number _____
<input type="checkbox"/> Purchase Order	Purchase Order Number _____
<input type="checkbox"/> Credit Card (circle which one)	<b>Visa</b> <b>MasterCard</b> <b>AmEx</b>
Name on Credit Card _____	
Credit Card Number _____	
Expiration Date _____	

\_\_\_\_\_ **Check here if you require special assistance due to disability.**

Please indicate assistance needed:

\_\_\_\_\_  
\_\_\_\_\_

### Section F – Applicant’s Signature

#### SIGN AND RETURN

*In making this application, I fully understand that it is an application for enrollment purposes only in order to complete registration. I will execute the necessary documents and supply further information as determined by the IEDC Certification Committee. I further understand that my application fee is non-refundable and if I am unable to take the exam on the expected date, that I will be required to take the exam within a year and pay a no-show fee. I understand that refunds will not be given under any circumstances.*

Print Name \_\_\_\_\_






Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return the four pages of the application, along with your exam fee and current resume to the IEDC offices. All applications MUST be complete and received at the IEDC offices **sixty days** before the examination for which the applicant would like to sit. IEDC cannot be held responsible for lost applications if they are faxed to the IEDC offices.*

#### International Economic Development Council

CEcD Certification Program  
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**Final Check !!  
Have you included:**

-  **The CEcD application, all sides completed?**
-  **A copy of your current resume?**
-  **Payment of the examination fee?**
-  **The required documentation if you wish to substitute a non-IEDC course for an IEDC course?**
-  **Your signature on the application?**

