



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL

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# **Canadian Certified Economic Developer RECERTIFICATION APPLICATION**

**Contact IEDC:**  
**International Economic Development Council**  
**734 15<sup>th</sup> St. NW, Suite 900**  
**Washington, D.C. 20005**  
**Phone: (202) 223-7800**  
**Fax: (202) 223-4745**  
**<http://www.iedonline.org>**  
**Rev. September 2014**

**Email :**  
**Marjorie Rose ([mrose@iedonline.org](mailto:mrose@iedonline.org))**

Dear Certified Economic Developer,

The International Economic Development Council (IEDC) is dedicated to helping economic development professionals improve the quality of life in their communities. With over 4,000 members we represent all levels of government, academia, and private industry. IEDC provides a broad range of member services including research, advisory services, conferences, professional certification, professional development, publications, legislative tracking and more. One of IEDC's most prominent programs is Certification, which has designated over 1,100 Certified Economic Developers.

Certified Economic Developers are recognized around the world as having achieved a level of excellence in their understanding of the tools and programs of economic development. To maintain designation, CEcDs must apply for recertification every three years. To recertify, you will need to complete the recertification form, which begins on page 5 of this information packet. Please read this page and the pages that follow for more information on completing the recertification form.

Please return your completed recertification form, as well as a copy of your current résumé, to IEDC. Please also be sure to include the appropriate recertification fee with your application. Applications cannot be processed until all materials are received. A checklist is provided on page 10 to help ensure your application is complete.

You will be notified if your application has been accepted and will receive correspondence indicating your recertification.

Thank you for your continued support of IEDC.

Jeffrey Finkle, CEcD  
President and CEO  
International Economic Development Council

## **International Economic Development Council Recertification Process**

### **The Recertification Application Process**

All CEcD recertification applicants must complete the enclosed recertification form indicating their involvement in the economic development field over the past three years.

### **The Application Fee**

The recertification fee must accompany the application and is fully non-refundable.

### **Demonstration of Continued Economic Development Experience**

The applicant must completely fill out the application form and submit a copy of his/her résumé indicating his/her continued work in economic development over the past three years.

### **Notice of Application Approval**

Applicants meeting IEDC recertification requirements will receive notification of recertification. Applicants whose applications have been denied will be informed as to the reason for the denial.

### **Certification Committee**

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

## **CEcD Recertification Application Instructions**

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

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

This information identifies the applicant's current address and employer. The applicant should only include an address at which he/she is sure to be reached within the next year. All correspondences will be sent to this address.

### **Section B - Method of Payment**

The recertification fee (\$315.00 for members and \$495.00 for non-members), must accompany this application form. An applicant will not be considered for recertification without payment. Please select the manner in which you would like to pay for recertification.

### **Section C – Your Professional Development Record**

Fill out the professional development record, indicating the location and year for each event that qualifies for recertification.

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

Forms must be signed by the applicant in order to be processed.

## **IEDC CEcD Professional Development Record**

**The required number of credits to be earned for recertification is 12 points.  
A maximum of 9 credits may be earned in a single year.**

### **Mandatory Activity**

**IEDC Ethics Workshops – Once each recertification cycle (Required for all CEcDs)**

#### **Level One – IEDC Activities**

Earn 3 credits for any one of the following  
A maximum of 9 credits may be applied toward recertification  
A minimum of 6 credits is required at time of recertification

1. Attendance at an IEDC annual or technical conference
2. Attendance at an IEDC training course
3. Attendance at an IEDC advanced training course
4. Facilitation or instruction of an IEDC training course

#### **Level Two – National, Regional and Provincial Activities**

Earn 2 credits for any one of the following  
A maximum of 8 credits may be applied toward recertification  
A minimum of 2 credits is required at time of recertification

1. Speak at an IEDC conference
2. Speak at a provincial or regional economic development membership organization conference
3. Attendance at a week of the Economic Development Institute (EDI) or at an EDI advance symposia course
4. Attendance at a recognized regional/provincial economic development membership organization conference per submission and approval of application.
5. Participation in a minimum of three (3) IEDC web seminars and/or pre/post-conference seminars
6. Attendance at a professional training held by ACCRA, National Development Council (NDC), Society of Industrial & Office Realtors (SIOR), European Association of Development Agencies (EURADA), , International Council of Shopping Center's Economic Development University, Brownfields Conference – Offered by EPA and ICMA.
7. Attendance at approved national/provincial organization professional training, per submission and approval of application.
8. Instruct or teach at a Basic Economic Development Course, Economic Development Institute, a semester course or equivalent
9. Publication of an article in IEDC's *Economic Development Journal*
10. Serve as a grader/proctor for the CEcD exam
11. Participation in:
  - a. IEDC Economic Recovery Volunteer Program or Economic Development Recovery Program in Canadian Provinces.
  - b. Accredited Economic Development Organization (AEDO) site-visit
  - c. Advisory Services and Research (ASR) site-visit
12. Participation in IEDC's Excellence in Economic Development Awards judging.

#### **Level Three – Regional, Provincial and Local Activities**

Earn 1 credit for any one of the following.  
A maximum of 4 credits may be applied toward recertification.

1. Publication of an article which represents an innovative approach to economic development
2. Hold a board member/committee position (either elected or nominated) for a national, provincial or local economic development organization, per year
3. Instruct at a CEcD exam prep course (barred from grading for 3-years)
4. Participation in outside web seminars approved by IEDC - For every three (3) web seminars attended, CEcDs will earn 1 point towards recertification.
5. Instruct or teach at a course or workshop approved by IEDC



## Section C: Your Professional Development Record

For each, please indicate title of event and year.

*The required number of credits to be earned is 12 points.*

### Level One – IEDC Activities

Earn 3 credits for any one of the following, not to exceed a total of 9 credits.

**Must have minimum of 6 credits.**

\_\_\_\_\_ **Attendance at an IEDC annual conference**

<b>Location:</b>	<b>Year:</b>
<b>Location:</b>	<b>Year:</b>
<b>Location:</b>	<b>Year:</b>

\_\_\_\_\_ **Attendance at an IEDC technical conference**

*This includes: Leadership Summit, Federal Economic Dev. Forum, and Spring Conferences*

<b>Location:</b>	<b>Year:</b>
<b>Location:</b>	<b>Year:</b>
<b>Location:</b>	<b>Year:</b>

\_\_\_\_\_ **Attendance, CEcD Host or Instructor at an IEDC training course**

Business Retention and Expansion

<b>Location:</b>	<b>Year:</b>
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Economic Development Credit Analysis

<b>Location:</b>	<b>Year:</b>
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Economic Development Finance Programs

<b>Location:</b>	<b>Year:</b>
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Economic Development Marketing

<b>Location:</b>	<b>Year:</b>
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Economic Development Strategic Planning

<b>Location:</b>	<b>Year:</b>
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Entrepreneurial and Small Business Development Strategies

<b>Location:</b>	<b>Year:</b>
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Managing Economic Development Organizations

<b>Location:</b>	<b>Year:</b>
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Neighborhood Development Strategies

<b>Location:</b>	<b>Year:</b>
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Real Estate Development and Reuse

<b>Location:</b>	<b>Year:</b>
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Technology-led Economic Development

<b>Location:</b>	<b>Year:</b>
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Workforce Development

<b>Location:</b>	<b>Year:</b>
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\_\_\_\_\_ **Total Level One Credits**

## Level Two – National Regional & Provincial Activities

Earn 2 credits for any one of the following, not to exceed a total of 8 credits.

**Must have minimum of 2 credits.**

\_\_\_\_ Speak at an IEDC, provincial or regional economic development membership organization conference

<b>Conference:</b>	<b>Date/Location:</b>
<b>Conference:</b>	<b>Date/Location:</b>

\_\_\_\_ Attendance at a week of Economic Development Institute (EDI) or at an EDI advance symposia course

<b>Location:</b>	<b>Year:</b>
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\_\_\_\_ Attendance at an “event recognized” regional/provincial economic development membership organization conference (visit [www.iedconline.org](http://www.iedconline.org) for current listings)

<b>Conference:</b>	<b>Year:</b>
<b>Conference:</b>	<b>Year:</b>

\_\_\_\_ Participation in any of the following programs:

- IEDC Economic Recovery Volunteer Program
- Economic Development Recovery Program in Canadian Provinces
- Accredited Economic Development Organization (AEDO) site-visit
- Advisory Services and Research (ASR) site-visit

<b>Program:</b>	<b>Date/Location:</b>
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\_\_\_\_ Participation in a minimum of three IEDC Web Seminars and/or pre/post-conference seminars

<b>Title:</b>	<b>Date:</b>
<b>Title:</b>	<b>Date:</b>
<b>Title:</b>	<b>Date:</b>

\_\_\_\_ Attendance at a professional training or at an approved national organization professional training held by the American Chamber of Commerce Researchers Association (ACCRA), National Development Council (NDC), Society of Industrial & Office Realtors (SIOR), European Association of Development Agencies (EURADA), National Rural Economic Development Association (NREDA), An Association of Defense Communities (NAID/ADC), International Council of Shopping Center (ICSC)- Economic Development University.

<b>Conference:</b>	<b>Date/Location:</b>
<b>Conference:</b>	<b>Date/Location:</b>

\_\_\_\_ Instruct or teach at a Basic Economic Development Course, or Economic Development Institute, or a semester course, or equivalent

<b>Course:</b>	<b>Year:</b>
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\_\_\_\_ Publication of an article in IEDC’s *Economic Development Journal*

<b>Title:</b>	<b>Volume #:</b>
<b>Title:</b>	<b>Volume #:</b>

\_\_\_\_ Serve as a grader/proctor for the CEcD exam

<b>Location:</b>	<b>Year:</b>
<b>Location:</b>	<b>Year:</b>

\_\_\_\_ Participation in IEDC’s Excellence in Economic Development Awards judging.

<b>Location:</b>	<b>Year:</b>
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\_\_\_\_ **Total Level Two Credits**

## Level Three – Regional, State and Local Activities (Optional)

Earn 1 credit for any one of the following, not to exceed a total of 4 credits.

\_\_\_\_\_ Publication of an article which represents an innovative approach to economic development

<b>Title:</b>	<b>Publication:</b>
<b>Title:</b>	<b>Publication:</b>

\_\_\_\_\_ Hold a board member/committee position (either elected or nominated) for a national, provincial or local economic development organization, per year

<b>Organization:</b>	<b>Year:</b>
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\_\_\_\_\_ Instruct or teach at a CEcD Exam Prep Course

<b>Organization:</b>	<b>Date/Location:</b>
<b>Organization:</b>	<b>Date/Location:</b>

\_\_\_\_\_ Participation in a minimum of three IEDC-approved Web Seminars

<b>Title:</b>	<b>Date:</b>
<b>Title:</b>	<b>Date:</b>
<b>Title:</b>	<b>Date:</b>

\_\_\_\_\_ Instruct or teach at an IEDC-approved course or workshop

<b>Organization:</b>	<b>Date/Location:</b>
<b>Organization:</b>	<b>Date/Location:</b>

\_\_\_\_\_ **Total Level Three Credits**



## Summary of Professional Development Record

IEDC Ethics Workshop/Web Seminar

Location:

Date:

*\*\*Please include a copy of your Certificate of Completion\*\**

Total Level One Credits for IEDC activities  
(At least 6, maximum 9)

Total Level Two Credits for IEDC and accredited activities  
(At least 2, maximum 8)

Total Level Three Credits for IEDC accredited activities  
(Not required, maximum 4)

### Section D: Applicant's Signature

#### Applicant's Signature

I, \_\_\_\_\_, verify that the above information is true and accurately portrayed. I acknowledge that if asked, I can provide documentation for the attendance to these events.

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

*The Certified Economic Developer program is designed to recognize the profession of economic development. Those who are certified through IEDC must recertify every three years in order to continue the use of the designation. Recertification is based on the professional development of the certified economic developer over the previous three years. Although the certified individual may have attended numerous events, IEDC is limited to acknowledging events directly associated with economic development at the state and regional level. An applicant must continue professional development through training opportunities, contributions to the profession, service to the field through professional organizations, and participation in economic development meetings and programs.*

**Please take a moment to ensure you have included the following:**

- The completed recertification form**
- A copy of your current résumé**
- Payment of the recertification fee**
- Your signature on the form**

**Return to:**

**International Economic Development Council  
Certification Program**

Pay By Check:

IEDC  
P.O. Box 759219  
Baltimore, MD 21275-9219

Pay By CC:

734 15<sup>th</sup> Street NW, Suite 900  
Washington, DC 20005  
ATTN: Marjorie Rose

**Or Email:**

Marjorie Rose ([mrose@iedconline.org](mailto:mrose@iedconline.org))