INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

The Power of
Knowledge and Leadership

International Economic Development Council

Entrepreneurship Development Professional (EDP) Certification Program

Application Booklet

Mail Completed Application: International Economic Development Council
1275 K Street NW
Suite 300
Washington, D.C. 20005
Phone: (202) 223-7800
www.iedconline.org

Email Completed Application:
ccolan@iedconline.org

Congratulations on your decision to apply for certification through IEDC! Earning the Entrepreneurship Development Professional (EDP) certification demonstrates to your peers and community leaders that you have the skills and expertise to make a difference in the community through entrepreneurship-led economic development (ELED). This new credential connects entrepreneurship support, economic development, and community development approaches in order to create and nurture thriving entrepreneurial ecosystems.

This application booklet contains the following information:

Please read all materials carefully before filling out the application.

Return the completed application form, as well as a copy of your current resume, to IEDC at least 30 days before the exam for which you intend to sit. Time of receipt is important, as IEDC cannot accept application after the published cut off dates. Please be sure to include your $595 (member) or $825 (non-member) examination fee with your application. **Applications are considered incomplete until all materials are received by IEDC, including payment.** Please refer to the check list on page 14 to ensure your application is complete.

You will be notified if your application has been accepted at least two weeks before the date of the exam for which you have indicated you intend to sit.

We look forward to considering your application. Congratulations on taking this step in your career. We wish you the best as your move forward toward becoming an Entrepreneurship Development Professional.

International Economic Development Council
Entrepreneurship Development Professional
(EDP) Program

The International Economic Development Council (IEDC), as part of its many services to its members and the economic development community, has developed the Entrepreneurship Development Professional (EDP) certification program with support from the Kauffman Foundation and the U.S. Economic Development Administration (EDA) and in partnership with SourceLink. This program includes two new courses that have been added to IEDC's professional development line-up and the EDP certification exam. The courses are designed for professionals who work with entrepreneurs and small businesses as well as those that support them via programs, networks and approaches that foster small business and entrepreneurial growth. While anyone may attend the new entrepreneurship focused courses, professionals who attend these new courses (and fulfill the other course/experience requirements) can also pursue the new professional certification, the EDP. Becoming an EDP demonstrates to your peers and community leaders that you have the skills and expertise to make a difference in the community through entrepreneurship-led economic development. This new credential connects entrepreneurship support, economic development, and community development approaches in order to create and nurture thriving entrepreneurial ecosystems.

The new training courses and the EDP certification were created for professionals who work at:
  Economic Development Organizations (EDO)
  Entrepreneurship Support Organizations (ESO)
  City, county, state, or federal government
  Institution of higher education
  Chamber of Commerce
  Bank, venture capital, or investment

Anyone working with entrepreneurs, startups, small businesses, or working to support entrepreneurship in their region would benefit from this new credential. Professionals looking to create or strengthen the entrepreneurial infrastructure in their region and of course, economic developers who want to practice entrepreneurship-led economic development would also benefit from this new credential.

The IEDC EDP certification program is derived from IEDC's successful existing training courses, which educates economic developers from around the world, and the new entrepreneurship-led economic development training courses. The new courses provide participants and those interested in pursuing the EDP an opportunity to evaluate, develop and build upon ELED strategies for their community. EDP exam candidates will demonstrate their knowledge on how to design and implement Entrepreneurship-led economic development strategies and how they serve as the conduit for connecting entrepreneurship focused resources in their community.

Those interested in applying for IEDC's EDP certification must have:
  At least two years of paid, full time experience in economic development or entrepreneurial support;
  A personal commitment to entrepreneurship-led economic development.
  Completed the education requirements

Certification Requirements

All applicants are expected to have taken the 4 required and 1 elective course (or the equivalent, see exceptions defined below) required to sit for the EDP exam.

> Required courses:
> - Entrepreneurship and Small Business Development Strategies
> - Introduction to Entrepreneurship-Led Economic Development (ELED I)
> - Accelerating Growth through Entrepreneurship-Led Economic Development (ELED II)
> - Economic Development Credit Analysis
>
> Elective courses (choose one):
> - Neighborhood Development Strategies
> - Tech-led Economic Development
> - Business Retention and Expansion
> - Economic Development Finance Programs

Candidates sitting for the exam are responsible for content covered in the core courses and one elective of their choice. **The IEDC training manuals will be the basis of the exam questions.** If you took any of the above courses with IEDC previously, you will be able apply them towards the new credential.

Currently, the EDP exam is offered only as an online examination. IEDC will assess the benefits of online exams vs. in-person exams at a later date and may choose to offer both online and in-person exam opportunities in the future.

Individuals may attend the courses in any order, but may not take the certification exam until all course requirements are met. Candidates may choose the one elective to be tested on during the exam. The selection of these electives may be based on courses taken or from areas candidates have professional experience. Questions found on the exam come directly from the IEDC training manual, so it is recommended that candidates purchase training manuals for each of the competencies they will be tested on. Manuals are included in the registration fees of IEDC training courses.

Exceptions to Requirements

1. Practitioners who have attended the National Development Council's (NDC) ED101 or have obtained the Economic Development Financial Professional (EDFP) designation may waive the Economic Development Credit Analysis requirement.

2. 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 equivalent courses. To opt out of IEDC core courses, a candidate must demonstrate the equivalent of hours of instruction for the same topic. An EDI attendee must take 16 hours of instruction in Business Retention and Expansion, and 24 hours of instruction in Economic Development Credit Analysis. EDI will assist candidates to determine hours accumulated in a single competency area. Those graduating from EDI who can demonstrate 16 hours of instruction in a specific topic area of electives may use those hours to pass out of the elective course requirements.

Recertification Requirements

The required number of credits to be earned for recertification is 8 points over a three-year period. A maximum of 6 credits may be earned in a single year. EDP certified professionals will be able to earn points in three ways:

1. Mandatory Activity: IEDC Ethics Workshops – Once each recertification cycle

2. Level One (IEDC Activities): Earn 2 credits for any one of the following. A maximum of 6 credits may be earned with level one activities. A minimum of 4 credits is required at time of recertification.

> Attendance at an IEDC conference
> Participation in a minimum of three (3) IEDC webinars and/or pre/post-conference seminars on entrepreneurship-led economic development and allied subjects (BRE, tech-led, finance, etc.)
> Instruction at IEDC entrepreneurship training course
> Attendance at IEDC entrepreneurship training course

3. Level Two (National and Regional Activities): Earn 1 credit for any one of the following. A maximum of 4 credits may be earned through level two activities. A minimum of 2 credits is required at time of recertification.

> Speak at an IEDC conference on entrepreneurship-led economic development and allied subjects (BRE, tech-led, finance, etc.)
> Publication of an entrepreneurship related article in IEDC's ED Journal or ED Now newsletter
> Serve as a grader/proctor for the EDP exam
> Attendance at approved national/provincial organization professional training on entrepreneurship support or entrepreneurship-led economic development, per submission and approval of application (e.g. professional training offered by the National Development Council - NDC). Please email certification@iedconline.org to submit your request.
> Attendance at a recognized regional/state entrepreneurship support or entrepreneurship-led economic development conference or event
> Participation in entrepreneurship and/or small business development projects of IEDC, such as:
> - IEDC Economic Recovery Volunteer Program
> - Knowledge Management and Development (KMD) site-visit
> - Hold a board member/committee position (either elected or nominated) for a national, state or local economic development organization, per year
> - Instruct at a ELED exam prep course (barred from grading for 3 years)

For additional information, please email certification@iedconline.org**.**

Examination Procedures

The EDP exam will have 2 components:
1. Multiple choice
2. Project Assessment and Oral Exam

Multiple Choice Exam

The multiple choice exam is timed and comprised of 100 multiple choice questions. Candidates will have 2 hours and 15 minutes to complete the multiple choice exam All the questions for this portion can be referenced in the IEDC manuals. In the multiple choice section of the exam, candidates will be tested on content from the four (4) required course manuals and, in addition, will be able to choose the one (1) elective on which they would like to be tested. Candidates must select the elective on which they would like to be tested at the time that they submit their application for the EDP exam. There will be 20 questions asked for each topic.

Manuals are available for purchase through IEDC's Publications Department and can be purchased for $60 for members and $85 for non-members, plus shipping costs. There is a manual that corresponds with each training course. If you are interested in purchasing a number of manuals, please visit IEDC's Bookstore to complete the order. If you have any questions regarding training manual purchases, please contact Wilson Soares, wsoares@iedconline.org. Orders for manuals cannot be taken over the phone.

For those attending IEDC training courses, manuals are handed out at in-person training courses or mailed directly to virtual course attendees, and are included in the training course fees.

Applicants who do not pass the multiple choice portion will have the opportunity to retake that section of the exam (see retake section) at a future time, but must submit a retake application. Applicants who do not pass the multiple choice section of the exam will not be allowed to sit for the oral portion of the exam.

Project Assessment and Oral Exam

A project assessment and oral exam will be required of each applicant once he/she has passed the multiple choice portion of the exam. As part of the course curriculum, attendees will be asked to identify an issue facing their organization or program and develop a plan to address that issue. The idea is to encourage translation of the skills learned in the classroom directly to the attendee's work. Exam candidates will be asked to submit a brief project write-up (using the "Entrepreneurship-Led Economic Development Project Plan" template included within this application packet) and present their project during the oral interview. Oral exam graders will assess their project and provide feedback. Oral graders will ask additional questions not pertaining to the project to assess candidates on their knowledge of ELED topics.

The oral exam is a formal examination conducted by a panel of three experts and last about an hour in length; 45 minutes for the panel to interview the candidate, and 15 minutes to deliberate on the candidate.

Candidates are expected to demonstrate their targeted knowledge of entrepreneurship-led economic development and his/her ability to apply that knowledge in their responses to the questions asked by the panel during the oral exam. The oral exam will test applicants' abilities to articulate their understanding of issues in entrepreneurship-led economic development. Although questions may focus on entrepreneurship-led economic development, it is during this section that experience counts the

most. It gives the candidate an opportunity to demonstrate their knowledge in entrepreneurship-led economic development, as well as their thoughts about the field.

Questions may cover the candidate's direct experience in economic development, areas outside the expertise of the individual, or trends and current practices in the economic development field.

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 individual on the panel.

Results

Multiple choice results as well as the project assessment and oral portion of the exam are pass or retake. Candidates who do not pass the project assessment and oral exam may request grader feedback from IEDC. The candidate will send this request to certification@iedconline.org. Do not contact the graders directly. Upon receipt of the candidate's request for feedback, IEDC will schedule a call with the candidate to provide that feedback. If the candidate did not pass the multiple-choice portion of the exam, the candidate may email certification@iedconline.org to request the score.

Exam results will be provided by email to candidates. If a candidate must be contacted by phone, results will only be given directly to the candidate, not via voicemail or a message. Each candidate will be awarded a certificate indicating certification and an EDP pin once it has been determined they have fulfilled all requirements and passed both parts of the exam.

Retakes

Candidates are permitted to retake any part of the exam they are not successful in. However, the retake application must be completed, with payment, and submitted to IEDC by email (certification@iedconline.org) 30 days before the exam date for which the candidate would like to sit. There will be an additional retake fee.

Candidates who have unsuccessfully taken the exam must retake the exam within two years of their last sitting. After two years the candidate must re-apply to the program and retake any portion they may have passed previously.

Preparing for the Exam

Exam takers should focus on material that is expected to be known by an entrepreneurship development professional and are encouraged not to memorize the minutia of the manuals. The multiple choice portion of the exam will span the topics covered in the in the manuals of the required courses and one elective of your choosing.

Please remember that even though the candidates must study the manuals, studying cannot substitute for experience. The manuals put what an economic developer does every day 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.

The Application Process

*Please read this section carefully before filling out the application form*All certification applications must be received in the IEDC office **thirty days prior** to the date of the exam for which the applicant would like to sit. The applicant will be notified approximately two weeks before the exam period 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 the applicant does not have the required two years of experience in economic development or entrepreneur support, or if the exam fee has not been received.

Application Fee

The application fee of $595 for IEDC members and $825 for non-members 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 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** refunded and another examination fee will be required for the candidate to take the exam outside of the year's grace period. Candidates who plan to sit for an exam but need to transfer their exam date **MUST** take the exam within a year of submitting their application. **Candidates forfeit their application fee** if they fail to take the exam within the year timeframe.

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 office thirty days prior** to the date of the exam. We ask that you include transcripts from EDI, documentation from NDC, or any other program with your application to consider it complete. Please refer to "Exceptions to requirements" on page 3 for more information regarding the coursework accepted from IEDC's partners.

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 exam candidate.

Notice of Application Acceptance

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

Education and Certification Advisory Committee

IEDC has established an Education and Certification Advisory Committee to oversee the certification program. All concerns or appeals will be brought before the committee for review.

Disclaimer

IEDC cannot be held responsible for an applicant's failure of the multiple choice and oral exams. Any questions or concerns are subject to review by the IEDC Education and Certification Advisory 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.

EDP Application Instructions

Please read the following instructions carefully before filling out the 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 the certificate 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 examination dates listed below in Section B of the application where you will also indicate your exam date selection.

Section C – Employment Information

Applicant's current resume should be attached to verify employment information. Without a current resume, the application is considered incomplete. It is important that your resume reflects economic development or entrepreneurial support experience in the description of your responsibilities in any particular role.

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 two years of full-time, paid experience in economic development and/or entrepreneur support, and completed the four required IEDC training courses and one eligible elective IEDC training course of your choosing. See education requirements and exceptions to the requirements on page 3 of this application packet.

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 also includes your EDP certificate and pin, which will be mailed once the candidate has successfully passed both portions of the exam.

Section F – Applicant's Signature

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

International Economic Development
Council ENTREPRENEUR
DEVELOPMENT PROFESSIOAL
(EDP) APPLICATION
Application to sit for the EDP certification examination must be received
thirty days prior to any scheduled examination.

Section A - Applicant Information

General Information:

Name:		
Title:		
Organization:		
Address:		
City:	State:	Zip:
Phone:	Email:	

_____**Years with Present Employer**
_____**Years of Service in Economic Development**

Section B - Examination Date (Please see Application Instructions)

☐ **October 19, 23-25, 2023**
Multiple Choice Exam: October 19
Project Assessment/Oral Exam: October 23-25
Application Deadline: September 29, 2023

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 and/or entrepreneurial support:

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

Section D - Eligibility Criteria
Please check each that apply to you.

EXPERIENCE REQUIREMENT

I have fulfilled the following experience requirement:

☐ Two Years of Full Time Economic Development or Entrepreneur Support Experience

 EDUCATION REQUIREMENTS – CORE COURSES (Participation in all 4 courses required)
 I have fulfilled the education requirements by completing the **four** core courses or
 the course equivalent that I have checked off below:

1. Entrepreneurship and Small Business Development Strategies
Required:

☐

Attendance at IEDC's Entrepreneurship and Small Business Development Strategies Course

Location:	Date

2. Introduction to Entrepreneurship-Led Economic Development (ELED I)
Required:

☐

Attendance at IEDC's Introduction to Entrepreneurship-Led Economic Development (ELED I)

Location:	Date

3. Accelerating Growth through Entrepreneurship-Led Economic Development (ELED II)
Required:

☐

Attendance at IEDC's Accelerating Growth through Entrepreneurship-Led Economic Development
(ELED II)
Course

Location:	Date:

4. Economic Development Credit Analysis
At least one of the following is required:

☐

Attendance at an IEDC Credit Analysis Course

Location:	Date

OR
☐

24 hours of Economic Development Finance Instruction at EDI

OR
☐

Economic Development Finance Professional (EDFP) Certification through the National
Development Council (NDC)

_____ **Year Certified**

EDUCATION REQUIREMENTS – ELECTIVE COURSES (Participation in one elective required)

I have fulfilled the education requirements by completing the **one** elective course or the course equivalent that I have checked off below:

Business Retention and Expansion

☐   Attendance at an IEDC Business Retention & Expansion Course

Location:	Date

☐ **or**

16 hours of Business Retention and Expansion Instruction at EDI

Neighborhood Development Strategies

☐   Attendance at IEDC's Neighborhood Development Strategies Course

Location:	Date

Tech-Led Economic Development

☐   Attendance at IEDC's Tech-led Economic Development Course

Location:	Date

Economic Development Finance Programs

☐   Attendance at IEDC's Economic Development Finance Programs Course

Location:	Date

CONFIRMATION OF ELECTIVES TO BE TESTED ON

☐   I understand that I will be tested on material drafted from the manuals that correspond with the required core training courses and, in addition, I would like to be tested on the manuals that following elective*:

__ Economic Development Finance Programs
__ Technology-Led Economic Development
__ Neighborhood Development Strategies
__ Business Retention and Expansion

*Candidates have the choice of selecting one elective competencies on which they would like to be tested, either based on coursework taken or professional expertise. Once selected, these may not be changed. Because questions come directly from the IEDC training manuals, it is recommended that you purchase the corresponding training manuals.

Applicant's Signature
I verify that the information regarding my coursework is true and accurately portrayed

Signature:	Date:

Section E - Method of Exam Payment
Please indicate method of payment:

☐   Member Rate   ☐   Non-member Rate
       $595.00 $825.00

☐   Credit Card Payment Over Phone **(Chris Colan (202)-545-7238)**

☐   Check in Mail **(Payable to IEDC Certification Program)**

☐   Purchase Order **(Please include PO with this form)**

☐   Check here if you require special assistance due to disability and indicate assistance needed:

| |
| |
| |

Section F – Applicant's Signature
Sign and Return

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 IEDC. 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.

I understand that the "IEDC training manuals will be the basis of the exam questions." I understand the education courses are an enhancement for entrepreneurship-led development knowledge, but not a substitute for the IEDC training manuals.

| **Signature:** |
| **Date:** |

*Please return the of the 4-page application, along with your exam fee and current resume to certification@iedconline.org. All applications MUST be complete and received by IEDC no less than **thirty days** before the examination for which the applicant would like to sit. IEDC will only accept your credit card information over the phone. Please call Chris Colan at 202-545-7238.to pay by credit card over the phone.*

Final Check – Have you included:

☐ **EDP Application, all 4 pages completed**
☐ **A copy of your current resumé**
☐ **Payment of the examination fee**
☐ **Required documentation if you wish to substitute a non-IEDC course**
☐ **Your signature on the application**

Mail Completed Application:
International Economic Development
Council

1275 K Street NW, Suite 300
Washington, D.C., 20005
or
Email: ccolan@iedconline.org

Check Payment Address
International Economic Development Council
PO BOX 719219,
Philadelphia PA, 19171-9219

Entrepreneurship-Led Economic Development Project Plan

Candidate Name:

This template was provided during both ELED I and ELED II courses and candidates may use this to submit their final write-up for the project assessment and oral exam portion of the EDP exam. Candidates must submit their project plan with their application, but may submit revised versions up to 1 week before the date of the multiple-choice exam.

1. Objective

Step 1: Describe the defining objective of your project plan to enhance entrepreneurship-led economic development in your community.

The objective of the project plan is:

What types of entrepreneurs will be served by this plan:

What will you do to reduce barriers to collaboration:

Write down 10 things that will move you closer to your goal:

2. Action Steps

Step 2: Using the list above, select the action steps that will have the greatest impact in reaching your objective.

Step	Potential Partner(s)	Resources/Information Needed

3. Funding

Step 3: Determine how you will fund your project plan. You may find that specific action steps will lend themselves to different funding streams.

Action step	Funding Source

4. Metrics

Step 4: Determine the metrics you will use to measure success and where you will find/how you will collect data.

Metric	Data Source

5. Timeline

Step 5: Build a timeline for implementing your project plan. Divide your timeline into one-month, three-month, six-month and 12-month milestones. List action items and what outcomes they will result in.

Action item	Milestone	Completion
	One month	
	One month	
	Three month	
	Three month	
	Six month	
	Six month	
	12 month	
	12 month	