



Management Development Certification Program

Certification Guidelines

- ? The At-Large Member, for the New York State Conservation Districts Employees' Association, Inc. (CDEA) Executive Board, manages the program and files with the support of the Administrative Management Committee of the CDEA.
- ? Six competency areas have been developed for the Management Development Certification Program (MDCP) as follows:
 - 1– Communication and Interpersonal Skills
 - 2 – Leading and Motivating Others
 - 3 – Planning and Administering Systems and Processes
 - 4 – Organizational Knowledge and Strategy
 - 5 – Self-Management Skills
 - 6 – Strategic Innovation Skills
- * See the competency area tables for a description of the competency and skill areas.
- ? For certification, a minimum of six (6.0) course hours is required in all six competency areas. Therefore, to satisfy each competency area, you may need to take more than one course.
- ? In order to be counted towards certification, acceptable management courses must meet some or all of the skill areas of the particular competency area. The competency area forms are submitted to the Member at Large and approved in conjunction with the Administrative Management Committee.
- ? Certification credit may be given for management courses that were taken three years prior to January 2010.
- ? After the 6.0 course hours have been completed for a competency area, the respective competency area form must be filled out for each course(s) to indicate the title of the course, the course information publication including course description and Agenda, date of the course, and organization sponsoring the course.
- ? The Administrative Management Committee will approve competency forms sent in for credit that have been forwarded to them by the At-Large Member. The Committee or At-Large Member may ask for additional course information from an individual to ensure a course meets the skill area requirement for a competency area.
- ? When all 6.0 course hours have been completed in all six competency areas, certification will be deemed complete and certificates will be issued.
- ? Continuing Education: To keep your Management Certification current, a minimum of 18.0 management course hours must be taken on a three year cycle. The course(s) may be in any competency area and cover any management skill areas. When you have met the Continuing Education requirements for your cycle, send the Continuing Education table to the At-Large Member of the CDEA.