



CERTIFIED COMMUNITY ACTION PROFESSIONAL (CCAP) – WHAT'S IT ALL ABOUT?

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Introductions

- Who we are
- Workshop overview

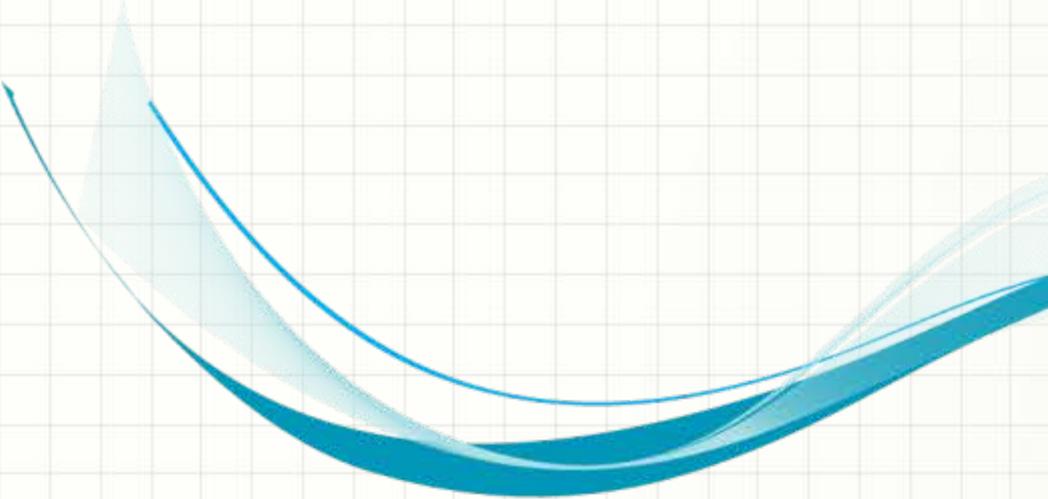
The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Learning Objectives

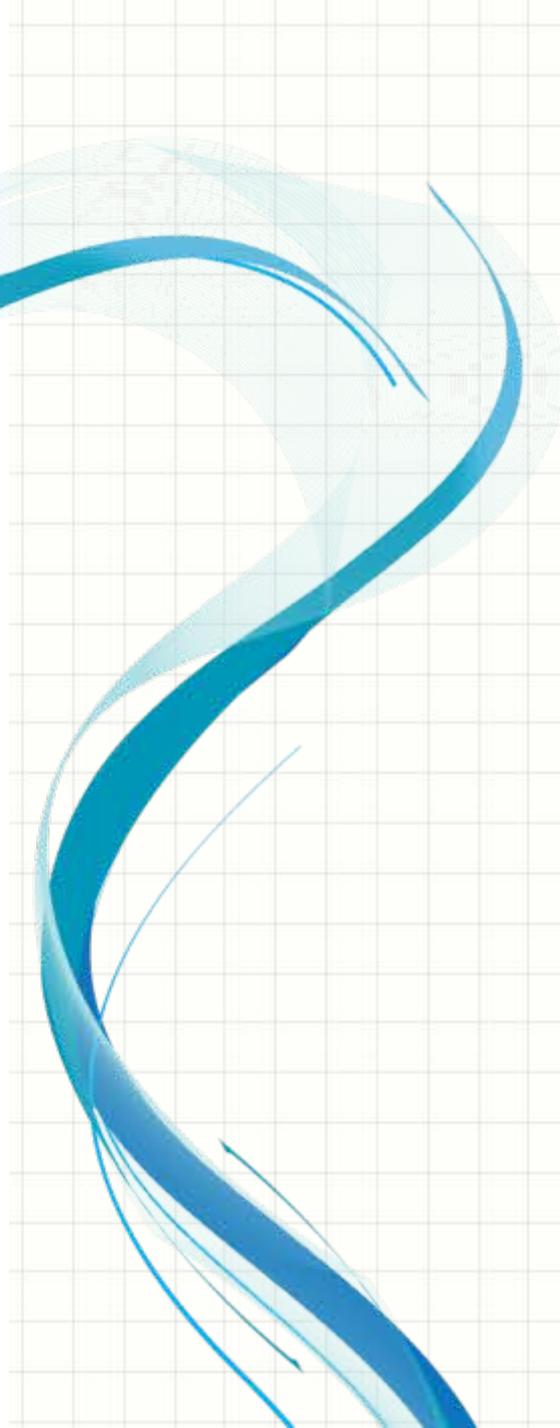
- Learn the value of CCAP
- Learn the steps it takes to receive your CCAP
- Learn about the commitment it will take to become a CCAP





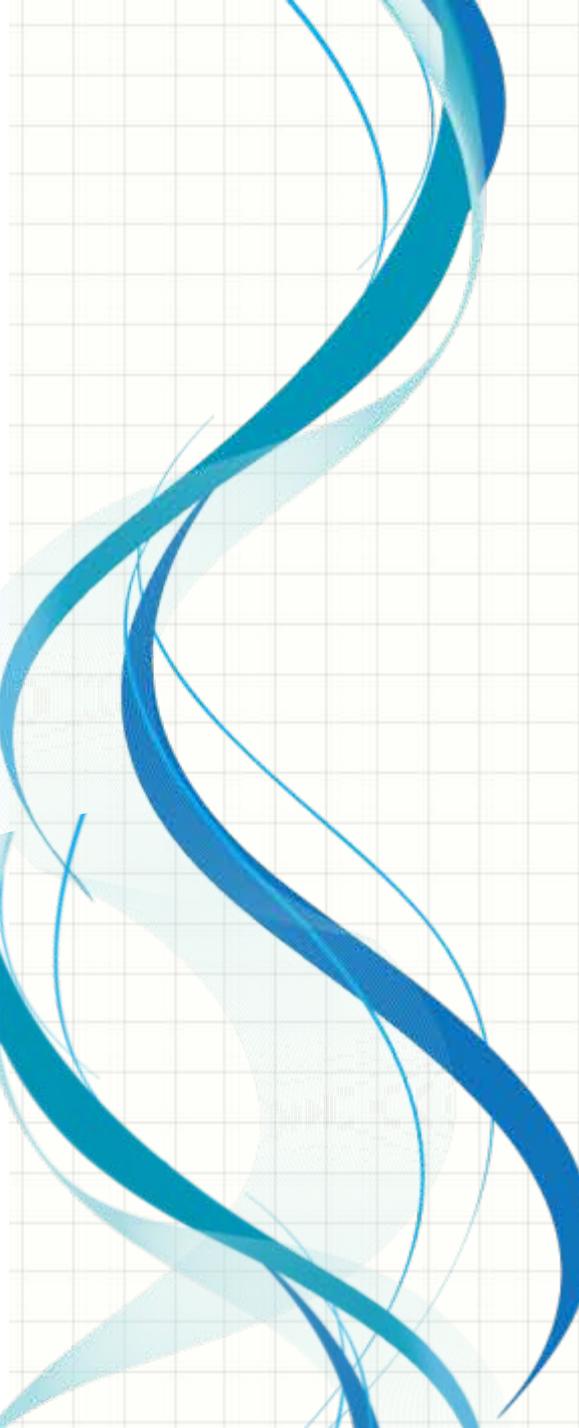
CCAP – Is based on Two Pillars





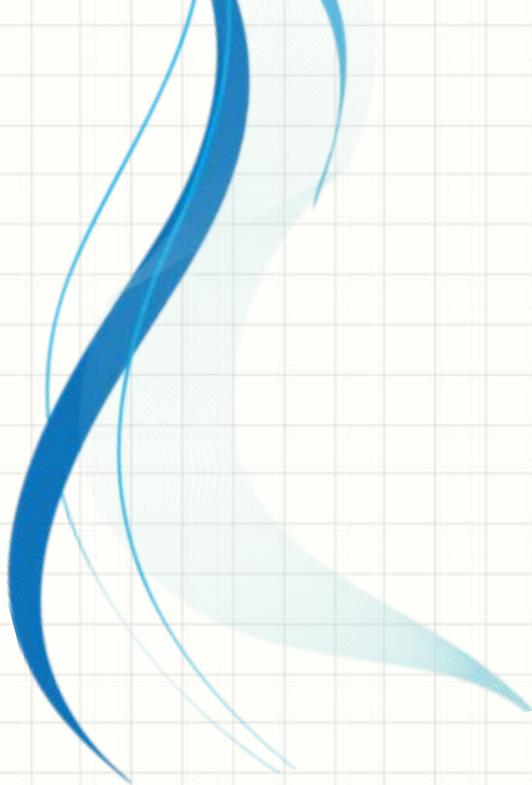
The First Pillar: Community Action Body of Knowledge Outline

- A. The History of the Community Action Movement**
- B. Vision and Values of the Community Action Movement**
- C. Community Action Agency Traditional Management Skills**
- D. 21st Century Leadership. Community Action vision/values/ethics become real through passionate, positive leadership.**
- E. Theories about the Causes of Poverty and Strategies to Address those Causes**



SECOND PILLAR is...
The Community Action
Code of Ethics:

A standard for professional behavior that guides the decisions a community action leader makes. All candidates sign an agreement to abide by the Code



**Using a point system, the CCAP
process evaluates a candidate's:**

EXPERIENCE in Community Action -
(*Candidate Data Form*)

SKILLS in doing the work of
Community Action - (*Executive Skills
Portfolio*)

KNOWLEDGE about Community
Action -
(*CCAP Examination*)

Value of CCAP to You



- Personal horizons are broadened. CCAPs know not only their part in Community Action through their particular program, but also what other programs are and how everything fits together. CCAPs see a bigger picture that they didn't see before, and that strengthens their personal commitment.
- Gives you visible recognition for your accomplishments in the field. Tells others, you have achieved a nationally recognized standard.
- Enhances the credentials of Community Action staff.
- Provides an edge in competing for public and private grant funds.
- Improves your professional marketability when competing for higher positions in your own agency or another CAA.
- Establishes standards that encourage future community action leaders to carry on the quality work of the movement's founders. Future generations will benefit from your commitment to excellence today.

Why become a CCAP?

- Transmits professional standards for leadership in Community Action.
- Validates the achievements of community action managers and leaders as it provides them visibility and recognition.
- Improves opportunities for professional advancement.
- Strengthens commitment to a common mission, especially when there are a number of CCAPs on the leadership team.
- Process of becoming a CCAP often transmits basic values, knowledge and essential skills to a new generation of community action managers and leaders.

Value of CCAP to Your Agency and the CA Movement



- Community Action culture is preserved. CCAP-Led CAAs are not in social service agency mode; they remain in Community Action Agency mode. CCAP-Led CAAs make anti-poverty, human development, and public charity distinctions.
- Community Action depth of leadership is assured. CCAP-Led CAAs have a cohesive leadership core not centered on a single individual. The leadership core in CCAP-Led CAAs is composed of a number of individuals who understand Community Action concepts, management concepts, and leadership concepts. Community Action succession is addressed.
- Community Action purpose is the unifying element. Consensus exists among staff in CCAP-Led CAAs that the purpose of Community Action is to eliminate poverty through both revitalization of communities and empowerment of individuals.
- Community Action orientation and training is provided. Through the CCAP process, staff in CCAP-Led CAAs receive an appropriate Community Action corollary to program specific orientation and training provided by funding sources. In CCAP-Led CAAs, loyalty is to agency and Community Action rather than to program and funding source.

Who should become a CCAP?

- a current, or emerging, manager or leader in the profession of Community Action.
- employed full time in a community action agency, a delegate agency, a sub-grantee, a CSBG eligible entity, state CSBG office, a state or regional CAA Association.

Who should become a CCAP cont.

- Have served for at least two years (full 24 months) in a position that is considered “Executive Management” (3 of the following 5 criteria)
 1. The position includes authority beyond the mere responsibility to carry out others’ orders. It is given the discretion to make decisions about how to manage one or more programs.
 2. The position supervises at least one other employee.
 3. The position includes the responsibility to report directly to the agency’s board or to a board committee or to the Executive Director/CEO.
 4. The position includes the responsibility, and attendant accountability, to administer a budget.
 5. The position is a member of the Executive Team

Who should become a CCAP cont.

- Committed to the vision and values of Community Action
- Committed to maintaining high ethical standards of professional conduct.
- Willing to learn more about the history, vision and values of Community Action as well as:
 - The principles of good management
 - The best practices of 21st Century leadership
 - The current theories about poverty in America

What are the Steps to Attain CCAP

1

- Enroll

2

- Complete your Candidate Data Form (CDF)

3

- Complete your Executive Skills Portfolio (ESP)

4

- Take and pass the CCAP Exam

Enroll to become a CCAP

- Fill out enrollment form found in the Enrollment Guide
 - Qualifying Positions Worksheet
 - Questionnaire (3 questions)
 - Sign the CA Code of Ethics
 - Submit 3 letters of recommendation
- Pay the examination fee (buy 2 get the 3rd free – good for 3 years)

Candidate Data Form

- The Candidate Data Form (CDF): an accurate record of your experience as a management executive, education, involvement in national, regional, state and local Community Action activities, and in association management activities outside the CAA.

Candidate Data Form cont.



CANDIDATE DATA FORM

Instructions for completing form on computer (MSWord 2010):

Click on each section where you are asked to insert text –

- 1. Use only your mouse or arrow keys to navigate **DO NOT USE TAB OR ENTER KEYS.***
- 2. If there are not enough cells for your entries, use addendum form on last page*
- 3. Save the CDF on your computer for future reference*
- 4. Attach CDF document to e-mail message to **ccapcontact@aol.com***

Name: Leah M. Pauletti

Address to which mail should be sent: 100 Empire Dr Ste 202

City/State/Zip: St. Paul/MN/55103

Telephone number: 651-472-3992

Fax number: 651-645-7399

E-mail address: leahpauletti@minncap.org

Organization where you are employed: Minnesota Community Action Partnership

Type of Organization:

CAA

CAA Sub-grantee

(Click on box to select)

CAA delegate agency

CSBG eligible entity

Candidate Data Form cont.

- CDF is based on an honor system. Candidate signs and dates the form.
- Closing date is 3rd Wed of January each year.
- CDF receives a provisional score as it arrives at the Partnership office. That score is not final until the ESP is scored.
- CDF score is not communicated separately from the ESP score.

Candidate Data Form cont.

- No partial points are given in any category, including years of employment.
- While it is staff that scores the CDF on first read, all decisions about “ambiguous” entries are made by the chair of the Commission.
- To advance to the examination, a candidate needs a total score of 700 points combining the score for the CDF and the ESP
- Additionally, the CDF must score a minimum of 300 pts

Executive Skills Portfolio

- You will need to Develop an Executive Skills Portfolio (ESP): a sample of work, structured according to specified guidelines, that documents and demonstrates your application of the vision and values of community action and contributions made as managers and leaders.

Executive Skills Portfolio cont.

THE ESP HAS TWO SECTIONS:

- 1. A Sample of work** showing how you have applied management and leadership skills, as well as the vision and values of Community Action in your work setting.
- 2. Four essays** in which you relate your work to certain sections of the Body of Knowledge outline and the Standards of Excellence.

Executive Skills Portfolio cont.

- THE ESP is evaluated and scored to earn you up to 500 “points” toward the 700 you need to qualify to take the CCAP examination
- ESP is due the 3rd Wednesday of February

CCAP Exam

- Final step is to Pass a Written Exam: A minimum score of 300 points on your CDF and a minimum score of 300 points on your ESP along with a combined total minimum score of 700 points for both submissions qualifies you to sit for the examination.
- The exam is offered once a year.
- A study guide is prepared in advance of the examination each year to assist candidates in preparing for the specific examination drawn up for that year.

CCAP Exam cont.

- Administered on the 3rd Wednesday of June
- Composed of questions written and tested by Community Action leaders in the field
- Based on the 5 sections of the Body of Knowledge Outline
- Mostly objective (multiple choice, T/F etc.)
- Some essays in which candidate is asked to apply management and leadership skills to make choices.
- In sum, it is based more on application of knowledge than memorization of facts
- Given in two sections – totals four hours
- Scored by CCAP Commission late June
- **PASSING SCORE = 700** out of a possible 1000 points

How do I prepare for the exam?

- A study guide for the current year's exam is developed early each year and posted on the Partnership website. The guide contains the sources used for all the questions on the examination and is set up to correlate to the Body of Knowledge Outline.
- Attend CCAP Study Groups
- Conference call groups in New York and California may admit candidates from other states.
- Know the New Hope Case Study
- Choice of sites where to test
- Authorization letter
- Exam regulations
- Notice about exam results



What does CCAP cost?

- Study groups are free of charge to attend (agency pays staff time and travel costs)
- Enrollment Fee – this depends on how many from your agency will pursue their CCAP (2014 fees - \$600 for 1, \$1100 for 2, \$1100 for 3, \$1500 for 4, \$1500 for 5, etc.)
- When you pass the test, you will receive your CCAP at the Partnership's Annual Convention – Convention registration, flight and hotel

How long will it take to become a CCAP?

- Depends on your drive to achieve it
- There is NEVER a good time to get your CCAP – we are ALWAYS busy
- If you do not make it a priority, you will find an excuse not to do it
- Most CCAP candidates receive it in their first year but you have three years to attain it

What does the CCAP Study Group entail?

- Seven in person Study Groups
- October – May: Meet 1 day a month except for December
- Why attend the study group vs. doing it on my own?
 - Walk you through the process of each step
 - Study Guides
 - Peer to Peer support

Our CCAP Journey

- Leah
- Lori
- Colleen



Class of 2016 Minnesota CCAPs
receiving their CCAP in Austin, TX
September 1, 2016

Next Steps

- Sign up with Leah P. for the CCAP study group – first session will be in Oct
- Fill out the Enrollment Form and submit payment to the National CAP
- Attend Study Groups
- Work with a CCAP Mentor



Summary

Some helpful reminders:

- Candidacy lasts for three years, About half of candidates complete it in the first year. Many take the full three years to build points.
- The program is designed to provide opportunities for persons who have “come up through the ranks” as well as those who are new to Community Action.
- There is help
- All the forms you need are on the Partnership website.
- A Pathway mentor can be available to work with you.
- There is a study guide for the examination

Resources

- More information about CCAP

<http://www.communityactionpartnership.com/>

Questions?





CONTACT Us

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