



Pennsylvania Economic Development Association

Individual Certification Program Guidelines

Introduction

Recognizing the professional development need of individual practitioners, the Pennsylvania Economic Development Association (PEDA) is providing a basic education program for the purpose of practitioner certification.

PEDA's individual certification program ensures Pennsylvania's individual practitioners will possess the skills and knowledge necessary to expertly meet the demands of the profession in today's global business environment. In order to remain competitive with other states and countries, Pennsylvania needs highly qualified practitioners to address business needs rapidly and effectively.

Certification Requirements

Experience Requirement for Acceptance into the Program

1. In order to participate in the certification process, candidates are required to be a PEDA member with five (5) years of full-time direct economic development or seven (7) years of full-time indirect experience in support of economic development activity. Direct economic development experience is defined as paid, full time employment in positions relating directly to economic development activity, including: business expansion, business retention, business attraction, marketing, financing and research. Candidates must provide a recent resume to PEDA for criteria verification.
2. If the candidate fails to meet the five-year or seven-year threshold, then he/she must attend an IEDC-accredited Basic Economic Development Course. A candidate who has successfully completed such a course and who has four (4) years of direct economic development experience, as described earlier, may apply to the certification program.
3. Candidates requesting an experience requirement waiver must submit the request including all supporting documentation to the attention of the PEDA Professional

Development Certification Program. Following review of the submission, final approval or disapproval will be determined.

Professional Development Units

1. Participants in the program earn their initial and on-going certification status by acquiring Professional Development Units (PDUs).
2. One (1) Professional Development Unit (PDU) = one (1) hour of actual professional development instruction.
3. Instructors of economic development courses sponsored by PEDDA, IEDC, etc. shall receive 1 PDU for each hour they are engaged in instruction.
4. Program participants are required to acquire a minimum of twenty (20) Professional Development Units (PDUs) annually.
5. A maximum of 19 PDUs will be awarded for conferences and/or professional development sessions that provide 20 or more hours of instruction. Each program participant is required to attend a minimum of two (2) different sessions in order to acquire certification and keep certification.
6. The participant must submit the PDU Reporting Form for each training being reported.

Timeframes and Validity Dates

1. The certification program operates on a fiscal year basis (July 1 – June 30).
2. Certification is awarded on a fiscal year basis and is valid beginning on July 1 and expiring on the following June 30.
3. Participants have one fiscal year to acquire enough PDUs to be awarded certification, which is valid for the next fiscal year.
4. PDUs are valid only in the fiscal year in which they are earned and may not be carried over to the next fiscal year.

Initial Certification

1. Initial certification may be awarded, valid beginning July 1, when an individual who is not already certified has acquired twenty (20) PDUs by June 30 of the fiscal year which they are in and made application to the program.
2. PDU requests will be reviewed once per year. Following review, participants who have acquired enough PDUs to be granted certified status for the next fiscal year will be notified. An official certification document will be issued at the beginning of the fiscal year in which the participant is certified.

On-Going Certification

1. Once a participant has gained certified status, that individual must acquire twenty (20) PDUs by June 30 of the fiscal year in which they are currently certified to be granted certification status for the subsequent fiscal year.

2. Participants are required to earn twenty (20) PDUs during every year they are certified in order to continue holding their certified status for another year.
3. PDU requests will be reviewed once per year. Following review, participants who have acquired enough PDUs to be granted certified status for the next fiscal year will be notified. An official certification document will be issued at the beginning of the fiscal year in which the participant is certified.

PEDA Responsibility

Review of Professional Certification Documents

1. A thorough review of all documents related to individual certification takes place to ensure that program candidates meet initial experience requirements and that program participants meet continuing professional development requirements.

Certification Administration

1. PEDA will hold files with member resumes and professional development records.
2. In order for certification candidates to report professional development activity, PEDA will make PDU Reporting Forms available to the membership each year.
3. PEDA will provide a Certificate to all participants who are granted certified status