



Association  
of Certified  
Settlement  
Professionals

[www.acsp-ca.org](http://www.acsp-ca.org)  
[info@acsp-ca.org](mailto:info@acsp-ca.org)  
Toronto, Canada

### **Accreditation/Certification guidelines for individual members:**

1. Graduation from an approved 1 year community or other Settlement Community Worker Program in Canada;**OR**
2. Graduation from a Settlement Certificate Course at the University of Toronto;**AND**
3. 5 hours online/in person Settlement Professional orientation provided by ACSP;**AND**
4. Annual Membership fee of 75 Canadian Dollars ; **AND**
5. Formal Application to the Association.

If you do not have the above credentials, we invite you to use our:

### **Settlement Professional Accreditation Application through Prior Learning Assessment and Recognition (PLAR).**

#### **About Accreditation/Certification:**

The ACSP Canada Accreditation and Certification is a Canada-wide accreditation designed for settlement professionals and information councillors working with immigrants across Canada. This certification is designed for settlement professionals working in government funded and non-government funded organizations across Canada.

Applicants with prior Settlement Training such as Certificate of Settlement Worker, Information and Referral Certificate, etc. have an option to apply through

PLAR .The goal of the PLAR application is to identify course work needed to fulfil the requirements of the ACSP Certification and Accreditation.

The ACSP Certification/Accreditation is an annual renewal membership. Professionals wishing to renew their membership are required to engage in at least **10 hours** of Professional Development per year in order to qualify for an annual renewal. Please note that all the professional development required for the annual renewal will be offered through the ACSP in person and online.

**Important:** for the initial membership with ACSP, a mandatory 5 hour Settlement Professional Orientation must be taken within 12 months of joining the Association.

An applicant denied annual renewal by ACSP will have the right to appeal the decision with the ACSP Appeals Committee within a month of when the decision has been made. Please refer to the by-laws of ACSP for further information.

### **Qualifications for Certification:**

#### **1. University, college degree and/or experience.**

Applicants will be reviewed on an individual basis. Each applicant will have a minimum of a 1 year certificate or degree in the relevant field and/or a combination of experience in the field. An Accreditation Committee will determine if the applicant's experience is sufficient to qualify to become a Certified Settlement Professional.

If the educational credentials of an applicant are from a non-Canadian Institution, a basic, general, or document-by-document Canadian degree equivalency report for degrees obtained from accredited institutions located inside Canada should be provided.

For a complete list of ACESC members, please go to: <http://www.canalliance.org/index.en.stm>

#### **2. Prior Settlement and Information and Referral experience:**

Letter of reference from a previous or current employer(original)

### 3. Fees:

#### Accreditation through PLAR:

- PLAR Assessment Fee: \$200.00

#### Regular Accreditation/Membership fee:

- 75\$

Method of Payment: cheque, money order, certified bank draft or Pay Pal.

#### Step by Step Certification and Accreditation process:

1. Print and fill out the application for Certification/Accreditation with the Association of Certified Settlement Professionals. Specify in the application if you are applying for PLAR or you have already satisfied the requirements;**if you are applying for Accreditation only, you will need to satisfy the requirements outlined in Part 1 and Part 2.**
2. The individuals listed below may authorize copies of your original documents: A Notary Public, Commissioners of Oath, lawyers, senior university/college officers or professors, public school principals, signing officer of a bank, medical doctors, and police officers.
3. The authorization should include: full name, title, address, telephone number, signature and date.
4. Include proof of completion for a 5-hour ACSP Settlement orientation(12 month grace period for first time members;
5. Pay application fee;
6. Mail the required documents to the address in the application;
7. Your application and/or PLAR portfolio will be reviewed and you will be informed of the results by email within 2 months from the date that all required documents and fees have been received; and
8. Your certificate will be sent to you by email or by post, if requested.

**Please Note!** For operational reasons, ACSP reserves the right to extend the application processing time, as necessary. ACSP may request additional documentation beyond the requirements described above. All submitted documentation and information will be kept confidential. We strongly recommend that you keep photocopies of all submitted forms and documents for your own records. The requirements of the ACSP Accreditation may change without notice. If you do not meet all of the requirements for accreditation, ACSP will send you an email specifying the additional steps you need to take.

**Questions?** Please contact ACSP by email at: [info@acsp-ca.org](mailto:info@acsp-ca.org)