



Association internationale d'orientation scolaire et professionnelle (AIOSP)
International Association for Educational and Vocational Guidance (IAEVG)
Internationale Vereinigung für Bildungs- und Berufsberatung (IVBBB)
Asociación Internacional para la Orientación Educativa y Profesional (AIOEP)

Educational and Vocational Guidance Practitioner (EVGP) **Application Process for Curriculum Review of Training Programs**

The application process for the Educational and Vocational Guidance Practitioner (EVGP) is now open and the process is in place to begin reviewing training programs for pre-approval as meeting the EVGP international competencies. All information is available in the four official languages of IAEVG (English, German, French, and Spanish).

1. People or organizations involved in preparing practitioners working in the field of educational and vocational guidance can apply to have their curriculum pre-approved as providing sufficient training for an entrance level of competence in one or more of the EVGP competency areas. A separate application is required for each training experience (course, series of workshops, etc.). Applications are reviewed by an international panel of specialists involved in preparing educational and vocational guidance practitioners, and if successful, the organization can state that its training meets the designated requirements for the EVGP credential. Details regarding that application process are available at: <insert URL on the IAEVG web site>
 - a. The cost to trainers for reviewing courses or programs is as follows:
 - \$250.00 per course to review 1-3 courses
 - \$1,000.00 to review 4-6 courses that are part of the same program
 - \$1,500.00 to review 7-8 courses that are part of the same program
 - \$2,000.00 to review 9 -12 courses that are part of the same program.
 - b. In cases where a previously reviewed course has been modified (for example to include competencies not previously covered), the cost for reviewing the modified course is \$50.00, provided there is documentation showing clearly how the course has been modified and indicating the additional competencies included in the modified course.
 - c. The cost for reviewing courses or programs is payable by credit card, cashier's cheque, certified cheque, money order, or bank draft drawn on a Canadian bank. Normally, applicants will receive a response from the CCE 6-8 weeks from the date the application was received.
 - d. Application packages and supporting documentation should be sent electronically to:
Info@iaevg.org
OR via post to :
IAEVG Administration Centre
c/o Canadian Career Development Foundation
119 Ross Avenue, Suite 202

Ottawa, Ontario K1Y 0N6 CANADA
Electronic submissions are preferred.

People or organizations requiring assistance with the EVGP pre-approval process can contact the IAEVG Administration Centre for further information.

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Curriculum Review Process for Training Organizations

In order for training organizations to have their curriculum pre-approved the following process should be followed.

1. The organization completes a program/course assessment form for each course to be reviewed, indicating the competencies covered in that course in sufficient depth to provide a basic entrance level of competence from course participants. In many courses, a variety of topics are covered in varying amounts of depth. Some topics are mentioned in passing, other topics are explored in some detail but likely not in enough depth to adequately prepare a student for independent practice in the field, and other topics are covered in enough depth to provide sufficient competence for a beginning practitioner to offer quality services in the field. It facilitates the review process when applicants provide a stringent assessment of the knowledge, skills, and personal attributes included in their courses and workshops, using the criteria of “sufficient training for entrance level of competence in the field.”
2. The organization submits the program assessment and supporting documentation to the IAEVG Administrative Centre, along with the appropriate application fee. The supporting documentation should include enough information to permit the review panel to determine the scope and depth of the topics covered, for example: course outline (including learning objectives and evaluation procedures), a detailed agenda for the topics covered, facilitator guides (if available), grading criteria for assignments or skill demonstrations, etc.
3. The application will be reviewed by 2 members of the review panel, who will make a recommendation to the review panel as a whole.
4. A formal letter will be sent to the applicant informing him or her of the outcome. If approval is given, a formal letter will be sent also to the designated person at the Center for Credentialing in Education indicating that the course has been given pre-approval as covering the designated competencies.

For information on applying for EVGP certification as an individual, please consult the document *Applying for the EVGP Certificate: A step-by-step guide for practitioners*