

## WHAT'S IN IT FOR ME?

Why should you become a Certified Workforce Specialist?

- ◆The “CWS” credential after your name shows you are part of an outstanding group of workforce professionals who have extensive knowledge and experience in workforce issues.
- ◆It shows you have passed a rigorous competency-based testing program from an international association, that you are respected by your peers, and that you see professional membership as an important part of your career.
- ◆The CWS designation shows current and potential employers your initiative in developing, maintaining, and improving your career skills within the workforce field.



## FOR MORE INFORMATION:

Detailed information about the CWS Certification Program (including the application package) can be found on the IAWP website: [www.iawponline.org](http://www.iawponline.org).

The website also includes information about the WPDP which is a requirement for the CWS designation.

Information may also be obtained from the IAWP Administrative Office at 1-888-898-9960.

**IAWP**  
International Association of  
Workforce Professionals  
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**Education  
Experience  
Knowledge**

**Certified  
Workforce  
Specialist  
Certification  
Program**

**Certified  
Workforce  
Specialist  
Certification  
Program**





The International Association of Workforce Professionals (IAWP) is a worldwide professional association available to all individuals with a common interest in workforce systems. IAWP equips members for success by providing the highest quality of education, leadership, information exchange, and recognition of excellence through a network of local, regional, and international chapters preparing members for the workforce challenges of tomorrow.

With education as its primary mission, IAWP provides members with numerous training opportunities through subchapter, chapter, district, and International workshops and conferences. It also maintains a rigorous study and testing program, the Workforce Professional Development Program, to measure the knowledge of workforce professionals.

IAWP believes that to grow as people and to grow in our careers, we need to be lifelong learners. That's why IAWP is committed to helping its members achieve professional development goals and it is the reason the Certified Workforce Specialist (CWS) Program was developed.



## CERTIFICATION REQUIREMENTS

There are four (4) requirements:

### Education plus Experience

- ♦ Master's Degree with two (2) years current experience OR
- ♦ Bachelor's Degree with three (3) years current experience OR

- ♦ Associate's Degree with four (4) years current experience OR
- ♦ High School Diploma or GED with five (5) years current experience

*Documentation must be provided in the form of a copy of diploma/degree from an accredited institution and verified workforce development experience.*

### Professional Membership

The applicant must have maintained membership in IAWP for the previous two (2) consecutive years or have similar membership in another workforce development professional association for the same time frame.

*IAWP membership will be verified by the Administrative Office. Other association memberships will require documentation.*

### IAWP Workforce Professional Development Program (WPDP)

Candidates must pass all four (4) WPDP competencies (History of Workforce Development, Business & Jobseeker Specialist, Unemployment Insurance Specialist, and Labor Market Information Specialist). The WPDP is currently available in a hardcopy version, but an electronic/online version is being developed.

### Professional References

The candidate must submit two (2) letters of reference: one from an immediate supervisor, and one from another person within the workforce profession who can attest to the individual's experience, knowledge and skills.



## CERTIFICATION PERIOD

Certification is valid for three years from time of approval. Individuals may apply for recertification every three (3) years as long as they can show proof that they are still employed in a workforce development profession and provide proof that they have completed at least 100 hours of professional development training since their last certification. *Professional development training can include verifiable attendance at IAWP International Conference workshops, IAWP Chapter training seminars or other workforce development training.*

## APPLICATION PROCESS

### Application Form

The official application form must be completed legibly and sent to the IAWP Administrative Office with the required documentation and fees as noted.

### Time Frame for Review

Applications will be reviewed by the IAWP Review Committee within two (2) months of receipt.

### Notification/Recognition

Approved applicants will be notified within two (2) weeks of completion of review by way of a certificate and letter of congratulations.

Notification by letter will be sent to the applicant's employer and/or immediate supervisor. Certified Workforce Specialists will be recognized in *Workforce Professional* (the official newsletter of IAWP) and in the printed program of the annual IAWP International Conference.

## FEES

### Certification

The application fee is \$50 and is not refundable. If the application is not accepted, you can reapply within six (6) months for no additional fee.

### Re-certification (every three (3) years)

The reapplication fee is \$50.