

# **CERTIFIED DISTRICT ADMINISTRATIVE PROFESSIONAL PROGRAM**



## **Program Description and Candidate Application**

## PROGRAM DESCRIPTION

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As the business landscape changes, the duties of administrative professionals also evolve. The FASD Certified District Administrative Professional (CDAP) Program, in collaboration with the Florida Institute of Government (IOG), aims to equip these professionals with a competitive advantage through the recognized CDAP certification. This program's development marks a milestone, with the inaugural training session and certification exam scheduled for April 2024.

While the FASD Board has the responsibility for the CDAP Program, the Education and Certification Committee oversees the program and provides peer review of the qualifications of a candidate. FIOG develops and administers the training and the final certification written project.

*At the core of any business are Administrative Professionals who play a vital role. These invaluable individuals ensure the seamless operation of the office, undertaking tasks ranging from daily office responsibilities to overseeing executive calendars, organizing events, addressing issues, and actively seeking ways to enhance efficiency.*

### **Initial Certification**

*My experience with CDAP was absolutely amazing. I gained valuable knowledge about special districts and local governments that I was not privy to prior, and the connections made from this experience also helped to enrich my network of like-minded individuals and individuals who understand what working in a special district entails.*

*Tamia Caldwell  
Sun 'N Lake Improvement District*

The CDAP designation requires experience and/or education components as noted in this application along with the successful completion of the course written project.

Once the candidates review the program description and feel they meet the educational and/or experience requirements, they should complete the application. The application will be submitted to the Executive Director's office and then forwarded on to the Education and Certification Committee Chair where the application will be shared with the Committee. If a candidate meets the qualifications, their name will be submitted to the FASD Board for approval. Once the course and project have been successfully completed, the Education and

Certification Committee Chair will make a recommendation to the FASD Board to confer the CDAP designation.

These approvals for the program and the recommendations can be presented at any regularly scheduled FASD Board meeting.

**Upon successful completion of the program, the candidate will receive a certificate from FASD and FIOG, indicating that they have achieved the status of Certified District Administrative Professional (CDAP). This achievement will be formally announced at the next scheduled Annual Conference.** The CDAP will be entitled to all rights and privileges according to that title, which includes the right to place “CDAP” after their name as an indication of their credentials and accomplishment.

*\*\*\*FASD’s Education and Certification Committee reserves the right to cancel live or virtual classes in the event of any emergency, or lack of participants. Canceled registration fees will be refunded or reserved for a future class\*\*\**

### ***Re-Certification***

The CDAP designation will require bi-annual renewal. To maintain the certification, all CDAPs will be required to attend FASD-sponsored events and complete 16 hours (Continuing Education Units, or CEUs) of verifiable training within the two (2) year period. In the event the CDAP does not complete the required CEUs, they may request an extension from the Education and Certification Committee, as described below, to maintain certification. The FASD Executive Director will maintain a list of CDAPs and contact them six (6) months prior to the end of the two (2) year period. Evidence of a successful completion of recertification requirements will be submitted to the Education and Certification Committee Chair.

A CDAP graduate who has not achieved the required CEUs must notify the Education and Certification Committee in writing informing them of their circumstances regarding why they were not able to acquire their CEUs in the allotted time. The following policy will apply in these cases:

1. Notification must be done prior to the end of their two (2) year certification period.
2. The Education and Certification Committee will then review the individual's circumstances.
3. The CDAP will be placed on suspension not to exceed the time from one (1) Annual Conference to the next.
4. In addition to the needed CEUs, the CDAP will be required to obtain additional CEUs within the given allotted time, as directed by the Education and Certification Committee, and pay a \$50.00 administrative fee for reinstatement.
5. While on suspension, the CEUs must be FASD CEUs.
6. He/she will not be able to acquire any CEUs toward their next re-certification until their suspension is lifted.
7. He/she must inform the Executive Director and/or the Education and Certification Committee Chair if they cannot attend the FASD scheduled meeting, prior to the meeting, for the Committee to review the circumstances and reasons for non-attendance.

*Being an Administrative Professional is more than your job, it's your profession. That's why getting your Certified District Administrative Professional (CDAP) is an important step forward in your career.*

### ***Continuing Education Hours***

Continuing education opportunities will also be available at each annual conference and at some regular meetings. The applicable courses and the number of hours associated with each will be advertised with the conference or meeting announcement after approval from the Education and Certification Committee.

*"Behind every successful team there is an efficient Administrative Professional..."*

*Today is the perfect day to thank you for all your help and hard work."*

*- FASD Education and Certification Committee*

Courses can be submitted to the Education and Certification Committee Chair for acceptance. A CDAP seeking additional CEUs from other sources must submit in writing a course description to the Committee prior to attendance for approval, as well as a copy of a certification or acknowledgement from the conference director and/or instructor showing their attendance. These items must be

submitted to the Education and Certification Committee after their attendance to this course.

## **RESPONSIBILITIES**

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### FASD Board and Executive Director

1. Program Management
2. Selection and appointment of Education and Certification Committee (5 members including appointment of the Chair)
3. Initial certification of qualifications for CDAP exam
4. Issuance of the CDAP certification after completion of requirements
5. Print and provide certificates
6. Maintain list of active CDAPs and re-certification dates which will be posted on the FASD website by the Executive Director
7. Collect and account for fees and pay expenses from the fees
8. Provide educational opportunities through annual conference and meetings

### FASD Education and Certification Committee

1. Liaison with the FASD Board, Executive Director, and FIOG
2. Review candidate applications and perform experience and/or education verification
3. Review program and recommend changes to the FASD Board as necessary
4. Review and submit program descriptions for CEU approval

### The Florida Institute of Government

1. Development and delivery of 2 ½ -day course
2. Provide results of project to the Education and Certification Committee (will be pass or fail only)
3. Provide remedial direction to candidates' group projects that are not accepted
4. Provide training and educational programs as requested by the FASD Board

### FASD Certification Training Program Candidates

1. Complete the application process
2. Submit the completed application and payment to FASD Education Coordinator before the deadline.

## APPLICATION GUIDELINES

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Below are the directions for the CDAP application:

1. Individuals seeking the CDAP designation must complete the application below and send the completed application to the FASD Executive Director's office. Documents will then be forwarded to the Education and Certification Committee Chair.
2. The form must be completed in its entirety. In the event there is an inquiry for which the candidate has no information, that element must be responded to with "N/A." Incomplete applications or failure to provide required documentation will delay the application process and may disqualify the candidate for the CDAP certification.
3. The application identifies occupational, educational, and training requirements that must be verified. Occupational experience may be verified through employment contracts, minutes of board meetings, or a certification statement from the candidate's supervisor. The educational and training requirements will be verified using transcripts and copies of certifications. All degrees and educational certificates must be from an accredited institution.
4. Fees for the CDAP program as follows:

Certification:	FASD Members	Required Course (Two and Half Days) Group Project <b>TOTAL: \$1,200.00</b>
	Non-FASD Members	Required Course (Two and Half Days) Group Project <b>TOTAL: \$1,400.00</b>
Re-Certification:	FASD Members	<b>\$100.00</b>
	Non-FASD Members	<b>\$250.00</b>

**\*\*\*** *Priority will be given to applicants who submit a completed application with all required documentation and payment as a first-come basis.*

## ELIGIBILITY REQUIREMENTS

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### ***Employment and/or Education***

To participate in the program, the candidate must be able to check one (1) of the following boxes and supply the Education and Certification Committee with verification of employment and/or the education. **It is mandatory for all candidates that the Education and Certification Committee receives a letter of reference from their immediate supervisor outlining their duties as a member within the Special District and referencing that the supervisor supports and recommends participant in the program.**

#### ***Check only 1 box:***

- Four (4) or more years of experience as an Administrative Professional or Manager; or
- Years of experience as an Administrative Professional or Manager and one of the following academic degrees may be used to supplement the Four (4) total years of experience;

#### ***Check if Applicable:***

- Master's Degree in Business or Public Administration in place of three (3) years' experience
- Bachelor's Degree in Business or Public Administration in place of one (2) years' experience
- Associates's Degree in Business or Public Administration in place of one (1) years' experience

and

- Special District employment with a letter of recommendation from the District's Chief Executive Officer or Elected Board. The letter must outline the duties of the applicant and describe how the CDAP Program will benefit you and the Special District.

**Note:** Verification of employment and/or education as applicable must be attached. Acceptable verification of employment may include employment contracts, board meeting minutes showing appointment and ongoing service, or a letter from the candidate's supervisor. Acceptable verification of education are college or university transcripts. Education or degrees must be accredited by a regional accreditation association.

## PERSONAL AND EMPLOYMENT INFORMATION

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<b>PERSONAL INFORMATION</b>		
Last Name:	First Name:	MI:
Home Address 1:		
Home Address 2:		
Home City:	Home State:	Home Zip:
Home Phone:		
Mobile Phone:		
Fax:		
E-Mail:		
<b>EMPLOYMENT INFORMATION</b>		
Agency Name:		
Position Title:		
Years In Position:	Immediate Supervisor:	
Work Address 1:		
Work Address 2:		
Work City:	Work State:	Work Zip:
Work Phone:		
Mobile Phone:		
Fax:		
E-Mail:		

## CERTIFICATION STATEMENT

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I, \_\_\_\_\_, (Candidate's Name) hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements or false documentation may subject me to disqualification, denial, or revocation of my professional designation credentials. I understand that the sole purpose in submitting this application, its contents, and attachments is to evaluate my qualifications for the recognized professional designation as a Certified District Administrative Professional (CDAP).

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

### EDUCATION AND CERTIFICATION COMMITTEE REVIEW

I, \_\_\_\_\_, (Education and Certification Committee Member's Name) have reviewed this application and based on my findings, I hereby  
 Recommend     DO NOT recommend this candidate for the CDAP Program.

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments or Suggestions:

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## EDUCATION AND CERTIFICATION COMMITTEE

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### Chairman

Rebecca Hernandez, CDO, CDM, CDAP  
Central County Water Control District

### Advisor

Tanya Quickel  
ACME Improvement District/Village of Wellington

### Committee Members

Rena Smart – Tice Fire & Rescue District  
Burgess Hanson – Indian Trail Improvement District  
Joe DeCerbo – Spring Lake Improvement District  
James Angle – J ANGLE GROUP, LLC  
Lee Morris – Trailer Estates Park and Recreation District

### Please send all application documents to:

Angela Weeks-Samanie, FASD Education Coordinator, via email at [angela@fasd.com](mailto:angela@fasd.com) or call (850) 999-1937 with any questions.