



### WDA Grant – Professionalization Strategy Application Form

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: **BC** Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Are you currently employed? Yes  No  If yes, please complete information below.

#### Organization Information

Name of organization: \_\_\_\_\_

Address if different from above: \_\_\_\_\_

Title of applicant: \_\_\_\_\_

Type of business: Private \_\_\_\_\_ Public \_\_\_\_\_ Not for profit \_\_\_\_\_

Type of business (industry sector): \_\_\_\_\_

Number of employees: \_\_\_\_\_

Does your organization have a disability management program? Yes  No

Does your organization have more than one location in BC? Yes  No

If so, is your disability management program administered centrally? Yes  No

#### Professionalization Information



The administration of the professional certification examinations for the designations of Certified Disability Management Professional (CDMP) and Certified Return to Work Coordinator (CRTWC) is carried out by the National Institute of Disability Management and Research (NIDMAR) working with an independent test agency, following Canadian standards, National Organization for Competency Assurance (NOCA) standards, and International Organization for Standardization (ISO) standards to ensure outcomes that are consistent, valid, reliable and defensible.

Development of these professional designations and the underlying *Occupational Standards in Disability Management* was a multi-stakeholder, pan-Canadian effort involving federal and provincial governments, employers, unions, workers compensation boards, and service and rehabilitation providers, in conjunction with and the supervision of the Occupational Standards Branch at Employment and Social Development Canada. Building on a United Nations' ILO research initiative, this effort succeeded in defining the critical skills and competencies required in significantly improving the socio-economic return to work outcomes for injured and disabled workers, while at the same time reducing disability-related costs for employers and society as a whole.

Following completion of the *Occupational Standards*, and subsequent to formal endorsement from a broad cross-section of Canadian employers, unions, WCB's and other relevant stakeholders, development of psychometrically stable and legally defensible examinations through an independent test agency commenced, leading to either the CDMP or CRTWC designation.

These examinations are administered internationally under the auspices of the International Disability Management Standards Council (IDMSC) which brings together 45 countries across Asia, Australasia, Africa, Europe, Central and South America, the Caribbean, North America and the United Kingdom, where the designations are now licensed. The IDMSC is tasked with ensuring that, much like other international professional designations, a consistent approach towards all aspects of the introduction and administration is maintained while coordinating a continuous improvement strategy.

Referenced in the United Nations ISSA best practice Guidelines on Return to Work and Reintegration, the CDMP and CRTWC examinations are administered by independent, recognized test agencies in each of the jurisdictions where they are offered.

Eligibility qualifications to write the professional certification examinations include having completed both education and relevant work experience.

Education	Employment
Post graduate degree in health related field (nursing, occupational health nursing, occupational therapy, physiotherapy, kinesiology, chiropractic, MD) or MA in DM, official transcript required + diploma, certificate or short course equivalents in DM (minimum 50 hours of DM/RTW competency related courses during the last 5 years – proof of attendance with details of courses including course description, date course took place, number of course hours, signed by an official of the institution offering the course).	Minimum of 900 FTE hours performing roles and responsibilities during the last 5 years with at least 50% or more of time in the delivery of DM services, supervised by qualified DM supervisor or management representative responsible for DM + letter of attestation from supervisor on employer letterhead.
Bachelor of Disability Management degree – Official transcript required.	Minimum of 1 year performing roles and responsibilities during the last 5 years with at least 50% or more of time in the delivery of DM services, supervised by qualified DM supervisor or management representative responsible for DM + letter of attestation from supervisor on employer letterhead.
Bachelors degree in health related field (nursing, occupational health nursing, occupational therapy, physiotherapy, kinesiology, chiropractic), official transcript required + diploma, certificate or short course equivalents in DM (minimum 50 hours of DM/RTW competency related courses during the last 5 years – proof of attendance with details of courses including course description, date course took place, number of course hours, and signed by an official of the institution offering the course).	Minimum of 1 year performing roles and responsibilities during the last 5 years with at least 50% or more of time in the delivery of DM services, supervised by qualified DM supervisor or management representative responsible for DM + letter of attestation from supervisor on employer letterhead.
Diploma or certificate program in DM – Official transcript required. (If program was completed more than 5 years prior to year of application, 50 hours of DM/RTW competency related courses completed within the last 5 years are required - proof of attendance with details of courses including course description, date course took place, number of course hours, signed by an official of the institution offering the course)	Minimum of 2 years performing roles and responsibilities during the last 5 years with at least 50% or more of time in the delivery of DM services, supervised by qualified DM supervisor or management representative responsible for DM + letter of attestation from supervisor on employer letterhead.
Other educational experiences, credentials + short courses in DM program principles and delivery (minimum 100 hours of DM/RTW competency related courses during the last 5 years – proof of attendance with details of courses including course description, date course took place, number of course hours, and signed by an official of the institution offering the course).	Minimum of 3 years performing roles and responsibilities during the last 5 years with at least 50% or more of time in the delivery of DM services, supervised by qualified DM supervisor or management representative responsible for DM + letter of attestation from supervisor on employer letterhead.



Please attach to this Application Form the following – templates can be downloaded from the website at:

CDMP – [https://www.nidmar.ca/certification/cdmp/cdmp\\_enroll.asp?certificationTypeID=2](https://www.nidmar.ca/certification/cdmp/cdmp_enroll.asp?certificationTypeID=2)

CRTWC – [https://www.nidmar.ca/certification/crtwc/crtwc\\_enroll.asp?certificationTypeID=1](https://www.nidmar.ca/certification/crtwc/crtwc_enroll.asp?certificationTypeID=1)

- Completed Education Summary form along with official academic program transcripts or other course certificates
- Letter of Attestation on employer letterhead signed by manager/supervisor verifying employment criteria

Please indicate which examination you wish to write: CRTWC  CDMP

Please indicate date of examination: \_\_\_\_\_

Please indicate location of examination: \_\_\_\_\_

Before submitting your application, please review important information in the Policies and Procedures:

CDMP – [http://www.nidmar.ca/certification/CRTWC\\_Policies\\_and\\_Procedures.pdf](http://www.nidmar.ca/certification/CRTWC_Policies_and_Procedures.pdf)

CRTWC – [http://www.nidmar.ca/certification/CDMP\\_Policies\\_and\\_Procedures.pdf](http://www.nidmar.ca/certification/CDMP_Policies_and_Procedures.pdf)

**Statement of Understanding**

I hereby guarantee that the information submitted for this certification application accurately documents my education and employment experience.

\_\_\_\_\_  
Signature

Please submit completed Application Form and attached documents as follows:

Certification Council  
c/o NIDMAR  
4755 Cherry Creek Road  
Port Alberni, BC  
V9Y 0A7

**Membership in Canadian Society of Professionals in Disability Management (CSPDM)**

This Application is also your application to become a member of the Canadian Society of Professionals in Disability Management (CSPDM) at no additional cost, should you successfully complete your certification examination.

Please check the following boxes if:

Please check this box if you wish to become a member of the CSPDM

Please check this box if you wish to have your name published in any professional register

Signature: \_\_\_\_\_