



# ACSESS Certified Personnel Consultant Program

## ACSESS Level 1 Certificate Test

ACSESS is proud to offer educational components that will confirm an individual staffing professional's comprehensive industry-base knowledge. The program consists of the following elements:

### ACSESS Level 1 Certificate Test

There are no experience eligibility requirements for this test. Staffing professionals must, however, be a current owner or employee of an ACSESS member firm.

Using an "open book" approach the test is taken on-line. A confidential password is provided upon registration, and this does not become active until the candidate chooses to open the file. There is no study book. Instead, candidates are encouraged to become completely familiar with the ACSESS code of ethics and the ACSESS guidelines by visiting [www.acsess.org](http://www.acsess.org)

A certificate of successful completion is awarded for members to display in their offices. The certificate test does not result in a professional designation.

Cost is \$149 plus 13% HST

*Note: Non-members are permitted to enroll in the CPC modules, however, they cannot write the examination or achieve the CPC designation.*

*To receive your CPC designation, you must have completed the on-line Level 1 Test.*

## ACSESS Certified Personnel Consultant

The CPC program offers staffing professionals an opportunity to attend industry-specific workshops on 5 course modules. These half-day sessions are hosted in cities across Canada based on member demand.

### Basic eligibility requirements include:

- A minimum of one year's experience in the staffing industry;
- Current ownership or employment with an ACSESS member staffing services firm.

Both experience and education exemptions are available.

CPC modules have been developed by a group of Canadian professors in cooperation with industry leaders and cover all facets of the staffing industry. While some modules are introductory in approach, they are specifically designed to benefit from participant dialogue during sessions.

Following completion of the required number of modules, the final step in attaining the CPC designation is successful completion of a national challenge exam. These examinations are held in locations across Canada. There is no study guide for the examination, which is a culmination of student knowledge acquired through seminar attendance and prior experience.

**Why certify?** Certification through ACSESS helps to increase performance and signifies a commitment to professionalism in a highly competitive industry. The CPC designation is administered by staffing industry associations in countries around the world and gives credibility that is recognized by clients, candidates and peers.

**For more information on how to certify,**  
contact [acsess@acsess.org](mailto:acsess@acsess.org)  
1-888-232-4962 or 905-826-6869.

### The five core modules are:

- Legal Aspects Staffing Services including Government Regulations, Employment Standards
- Legal Aspects Recruitment Practices including Human Rights, PIPEDA, Employment Equity
- Health and Safety
- Recruitment and Selection
- Business Practices and Ethics

Cost is \$149 plus 13% HST per module

### National Examination

Cost is \$249 plus 13% HST

An applicant must have two year's experience as a staffing professional in Canada to qualify for exemption from one course module, to a maximum of two course Exemptions. Each application for exemption will be considered on its own merit.

An applicant must participate in at least three course modules and successfully complete the CPC challenge exam within two years of the experience exemption being granted in order to obtain the CPC designation.

## Request for EXPERIENCE Exemption from ACSESS CPC Modules

**Please print.**

Name of applicant \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Business telephone \_\_\_\_\_

Email \_\_\_\_\_

1. Employment history: please provide company name(s), title(s) and years of employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please indicate for which module(s) you are requesting an experience exemption.

- Legal Aspects Staffing Services
- Legal Aspects Recruitment Practices
- Health and Safety
- Recruitment and Selection
- Business Practices and Ethics

3. Applications are reviewed by the ACSESS Education Committee to confirm that the applicant's experience is in the area(s) for which an exemption is being requested.

Sponsor: As a sponsor, you are a current employer of the applicant. You are attesting to the accuracy of the above information regarding the applicant's experience and employment.

Signature of sponsor \_\_\_\_\_

Printed name of sponsor \_\_\_\_\_

Date \_\_\_\_\_

## Request for EDUCATIONAL Exemption from ACSESS CPC Modules

**Please print.**

Name of applicant \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Business telephone \_\_\_\_\_

Email \_\_\_\_\_

1. The applicant is applying for an educational equivalency exemption from:

- Legal Aspects Staffing Services
- Legal Aspects Recruitment Practices
- Health and Safety
- Recruitment and Selection
- Business Practices and Ethics

2. The applicant must attach a copy of a certificate for equivalent education (list designations/diplomas); and/or proof of successful completion of the CHRP.

3. The applicant must attach copies of course outlines and transcripts.

I hereby certify that the information provided herein is true, accurate and complete.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Please submit, with supporting documentation as necessary to **ACSESS**, 2233 Argenta Road, Suite 100, Mississauga, Ontario L5N 2X7, by email to [access@access.org](mailto:access@access.org) or by fax to 905-826-4873.

# ACSESS Level 1 Certificate Test Application

Please register the following member(s) to write the ACSESS Level 1 Certificate Program.

1. \_\_\_\_\_

Email \_\_\_\_\_

2. \_\_\_\_\_

Email \_\_\_\_\_

3. \_\_\_\_\_

Email \_\_\_\_\_

## Address for correspondence and certificate:

Company \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Province \_\_\_\_\_

**FEE: \$149.00 (plus 13% HST)**

Total Owing: \$ \_\_\_\_\_

Cheque to follow \_\_\_ Master Card \_\_\_ Visa \_\_\_ AMEX \_\_\_

Card Number \_\_\_\_\_ Expire Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature \_\_\_\_\_

Note: Credit card charges will appear on statements as BB&C Management Services Inc.

*I hereby certify that the information provided herein is true, accurate and complete.*

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Please submit, with supporting documentation as necessary, to **ACSESS**,  
2233 Argentia Road, Suite 100 Mississauga, Ontario L5N 2X7,  
by email to [acsess@acsess.org](mailto:acsess@acsess.org) or by fax to 905-826-4873.