



ICA COURSE CERTIFICATION PROGRAM

Submitted by Gregory Saville on behalf of the
Committee for development of an ICA Course Certification program

August 7, 2017

Committee members:

Tony Lake, ICA Chair, Gregory Saville, Josh Brown, Randy Atlas, Tim Pascoe, Barry Davidson

EXECUTIVE SUMMARY

This proposal recommends the establishment of an ICA Course Certification program, administered in a similar fashion to the current ICA CPTED practitioner certification program. The program is built on the same core competencies within the ICA CPTED practitioner certification program. It provides for two classes of Course Certification:

1. Class A in which an entire course can be certified. This version is a full-course certification in which 8 key core competencies are satisfied within the ICA CPTED practitioner program; and
2. Class B in which a course can be approved to teach a single core competency (a single topic). The single core competency can be taught within a larger course, or it can comprise an individual course unto itself.

On admission into the ICA Course Certification program from an ICA Certifying committee, approved courses, or certified competency topics, will be recognized as part on an ICA approved program. The course vendor may advertise the program accordingly. Further, students who successfully complete either version, and provide the necessary documentation and evidence, will receive the applicable credit when applying into the ICA CPTED practitioner certification program, should they wish to apply.

The two classifications of certification have different requirements for the applicant submitting their course for full, or partial, certification. But in all cases the applicant must be a member, or apply to become a member, of the ICA.

PROJECT NARRATIVE

In October, 2015, the board of the ICA voted to investigate a CPTED Course Certification Program in which CPTED instructors may apply to the ICA for certification as an “approved ICA CPTED course”. The CPTED Course Certification Program (**CPP**) is distinct from the well-established ICA CPTED Certification program in which individual applicants apply to become a certified an ICA CPTED Practitioner (**ICACP**).

Starting on June 11, 2016 and running over the next 9 months seven committee members discussed the dimensions and scope of the Course Certification program. The committee agreed the idea was sound and created a plan to start program development. All committee members had extensive experience as CPTED instructors, professional educators, and curricula developers. The committee agreed to divide the research and discussions into four talking points.

1. **SPECIFIC CORE COMPETENCIES** - What competencies are needed in an ICA course and what do those competencies require?
2. **DEPTH OF COVERAGE** - To what level of mastery should an ICA course achieve with each of the approved competencies?
3. **DEMONSTRATED OF COMPETENCIES** - How does an instructor demonstrate to the ICA how the required competency is achieved
4. **ADMINISTRATION** - How will the ICA administer, monitor and manage the program

That work concluded in the following program sections.

SECTION 1 – Description of program

All approved courses, or courses teaching approved CPTED competencies, will clearly display on course material specifically what the ICA has approved within that course. At the beginning of all ICA CPTED approved course, or ICA approved CPTED competencies, the instructor will provide a short period of formal instruction (10 minutes) describing the **Course Certification Program** and the **ICACP** Program. That instruction will include the following:

1. Provide to their students a list of all the CPTED Certification Competencies approved by ICA within the ICACP,
2. Describe to their students the CPTED Certification Competencies that are taught within their curricula,
3. Describe to their students how students wishing to apply for their individual ICACP will include that information into their Logbook (if the course teaches only some competencies), or
4. Describe how students complete and submit a CPTED Project Report as part of their ICACP application (if the course is a fully accredited course with ICA Course Certification).

SECTION 2 – Core Competencies

The core competencies needed for ICA approval are the same competencies already approved within in the ICACP program. The full details on the competency requirements and what is entailed, is already included within the ICACP on the ICA website and can be viewed there. Specifically, the currently approved ICACP core competencies are:

- Unit 1 Define the scope of the task
- Unit 2 Work as part of a multidisciplinary team
- Unit 3 Undertake research in the nominated environment
- Unit 4 Read and interpret plans and drawings
- Unit 5 Read and interpret plans and drawings (advanced)
- Unit 6 Apply knowledge of regulatory processes
- Unit 7 Analyse and assess conditions
- Unit 8 Compile written report
- Unit 9 Assess CPTED Options
- Unit 10 Identify traffic calming and mitigation requirements
- Unit 11 Apply CPTED principles in a specialist setting
- Unit 12 Prepare crime prevention plan

SECTION 3 Class A Certification:

The committee spent considerable time assessing the importance of each of these competency topics and concluded that a ICA certified course should contain a minimum of 8 of the core competencies. As well, the course should contain a field project that puts these 8, as well as others, into practice.

The 8 required core competencies for approval as an ICA Certified Course are:

- Unit 1 Define the scope of the task
- Unit 2 Work as part of a multidisciplinary team
- Unit 3 Undertake research in the nominated environment
- Unit 6 Apply knowledge of regulatory processes
- Unit 7 Analyse and assess conditions
- Unit 8 Compile written report
- Unit 9 Assess CPTED Options
- Unit 12 Prepare crime prevention plan

When students successfully complete a certified class and decide they wish to apply for ICACP, they will be required to complete an additional field project, working as a primary project leader, that covers all the remaining competencies beyond the 8 covered in class. Depending whether an applicant wishes basic or advanced ICACP, these remaining competencies include:

- Unit 4 Read and interpret plans and drawings
- Unit 5 Read and interpret plans and drawings (advanced)
- Unit 10 Identify traffic calming and mitigation requirements
- Unit 11 Apply CPTED principles in a specialist setting

SECTION 4 Class B Certification:

An instructor wishing only one competency approved for ICA certification is restricting their teaching to one topic area. Therefore they can select any of the core competency topics and submit their curricula, lesson plans and documentation indicating how they will cover that topic.

For example, if an instructor wished to teach a single class on the identification of traffic calming and mitigation requirements, they could apply for ICA certification for the single competency in Unit 10. They would need to adequately cover all the underpinning knowledge and skills specified in the ICACP core competency requirements listed on the ICA website. They also need to demonstrate to the ICA committee, within their curricula, how those skills and how that knowledge is achieved in their class.

SECTION 5 - Depth of coverage

The ICA certifying committee will develop an evaluation scheme indicating the extent to which the instructional curricula, lesson plans and supporting teaching methods satisfy the relevant core competencies. Instructors can then view the scheme online and ensure that their application for certification satisfies all the requirements.

The teaching delivery method is in the hands of each instructor, however the certification committee will pay attention to whether multiple teaching methods are employed, such as project work, in class exercises and other modern adult learning methods. Obviously there are many delivery methods such as classroom instruction, online courses, and field projects. No single method applies to all topics. Therefore, instructors will be asked in their applications to describe their rationale for their teaching methodologies and how students will be examined for proficiency.

Instructors must submit to the CPP certification committee proof that the relevant competencies are taught, how they are taught, and the depth of coverage (length of time on each, type of teaching methods, method of evaluation). Especially for class A Certification, the ICA expects topics to include a team project, formal presentations, in-class exercises, group discussions, handout material, and references for further study.

In both Class A and Class B certification, ICA will expect written acknowledgement by instructors in all printed and written course material regarding the ICA Certification approval status as well as the ICA requirement that students demonstrate their proficiency. Further, ICA will require a short period of instruction in all Class A and Class B certified training describing the ICACP program and students can obtain registration information to apply.

SECTION 5 – Applying for Certification

Instructors and course developers for both Class A and B must provide adequate proof their course(s) do what they claim. Proof must include a copy of the course curricula (evaluation material, background material, readings), as well as a lesson plan with a breakdown of learning modules, and how the course is taught such as team projects, formal presentations/lectures, in-class exercises, group discussions, handout material, and references for further study in respect to the competency under consideration.

In addition, the instructor must complete a Competency Checklist describing how the lesson plan and curricula satisfy the various elements of the competency.

For Class B certified competencies, instructors and course developers must provide written material (in addition to the topic), for students describing how the program of instruction is an approved CPTED Competency and that they are eligible to apply for ICACP certification. However students apply through regular channels with documentation of successful projects, completion of courses, and so forth, into their Logbook as evidence they have satisfied the elements of all required competencies.

SECTION 6 – Requirements of Course developers and instructors

Class A applications will do the following:

1. All Class A certified courses will be taught by an ICA Certified Practitioner.
2. All Class A certified courses will contain the 8 required core competencies;
3. All ICA Certified Practitioners teaching the certified course will provide the ICA with their full curricula, including lesson plans, demonstrating how the required competencies are satisfied in the course and how students will be assessed listed here
4. All Class A course instructors will retain a list of successful students and, if a student wishes to apply to ICACP, send a formal notice to ICA attesting to the fact that this student successfully completed the course.

Class B applications will do the following:

1. All Class B courses may be taught by any instructor providing that instructor is a member of ICA
2. All Class B courses will specify the approved competency and
3. All Class B instructors will provide the ICA with their full curricula, including lesson plans, demonstrating how the required competency is satisfied and how students will be assessed

4. All Class B course instructors will retain a list of successful students and, if a student wishes to apply to ICACP, send a formal notice to ICA attesting to the fact that this student successfully completed approved competency.

SECTION 7 – ICA Administration of Program

The Administration of the program will occur in a similar fashion as the currently existing ICACP. The ICA board, through the President, will designate a program director who will administer the program. The program director will select a few other competent ICA members to assist with reviewing applications.

As with the ICACP, applicants will be required to submit an application, supporting documentation and an application fee. A portion of that fee (suggestion: 80%) will go to the application reviewer as stipend for their work. The remaining fee (suggestion: 20%) will go to the ICA for administrative costs. The cost of the application is to be decided, however the current ICACP fee is \$200 and the course competency fees should not be less.

The process of application is as follows:

1. An Course Developer or Instructor states what level of certification they are applying their course to achieve
2. They can apply for a full 8 competency CPTED course, or a course satisfying only a few competencies.
- 3.
4. Working with the ICA webperson, the ICA Certification committee will create a of the website describing the new program requirements.
5. The applicants will send us their application, application fee, curricula, lesson plan and within that application they will describe how they satisfy the competency they are applying for.
6. If the certification committee will agree with the applicants' assessment and approve the application. The applicant will be listed on the ICA website as an approved ICA provider.
7. If the certification committee does not approve the application, they will send back to the applicant the reasons and how they can upgrade to certification quality should they wish to proceed.
8. Upon approval, all applicants must clearly post on their website, and in all course material, their ICA certification standing.

CONCLUSION

We respectfully submit this proposal for consideration and approval to the Board of the ICA.

Submitted on behalf of the Course Certification Committee.

Gregory Saville

August 7, 2017

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