



THE COUNCIL FOR COMMUNITY AND ECONOMIC RESEARCH

Certified Community Researcher (CCR) – Analyst Track Certification Application Form

Name: _____

Title: _____

Organization: _____

Address: _____

City/State or Province/Postal Code: _____

Fee: \$100 (members) or \$250 (non-members)

Brief Professional Biography (maximum 2 paragraphs)

Attached is an overview of the CCR Analyst Track certification process and a list of items required to complete the process. After reviewing, please complete the following information:

Application date (today): _____

Certification Process Target Dates¹

Portfolio submission: _____ (date planned)

Proposal for “Certified Project”: _____ (date planned)

“Certified Project” Summary completion: _____ (date planned)
(must be within 2 years of today’s application date)

¹ These dates are to help C2ER in mentoring you through the process. The only deadline is the requirement that the “Peer Certified Project Summary” be completed and accepted by a Panel of your peers within 2 years of application date.



Certified Community Researcher (CCR) – Analyst Track Certification Process Overview

APPLICATION

- ___ Review the Portfolio Checklist to assess whether you may be eligible to participate. Questions about the potential eligibility of points for projects already completed may be directed to C2ER staff.
- ___ Complete and submit the CCR Certification Application Form with payment. C2ER will recruit a mentor from among existing CCRs to help you through the process.

PORTFOLIO ASSEMBLY

- ___ Organize and submit documentation for items on portfolio list.
- ___ Gather documentation along with portfolio checklist and anticipated points for each project to C2ER staff for initial review by Certification Committee Chair and/or C2ER staff.
- ___ Prepare five 1-page Portfolio “Core-Topic” Project Questionnaires on appropriate projects.
- ___ Submit materials to C2ER for review by an appropriate panel of peer researchers.

C2ER Activities

- ___ C2ER’s Certification Committee Chair identifies a CCR Certification Panel for the applicant, subject to applicant’s approval.
- ___ The applicant's Certification Panel reviews the submitted portfolio materials for completeness, applicability, and accuracy. Modifications may be requested.
- ___ Assuming all requested modifications are made, the Panel may accept the portfolio as complete, applicable and accurate.

CERTIFIED RESEARCH PROJECT

- ___ Applicant submits a proposal to the Chair of the Peer-Certification Panel for a “Certified Research Project,” which the Chair may accept, reject, or modify. This project must be completed from among the nine core topics as identified on the “Portfolio Checklist.”
- ___ Applicant completes the “Certified Research Project” and prepares a written summary (limited to 5-20 pages, double spaced) using the attached “Proposed “Certified Project” Outline as the format. The final project report or other supporting documents should accompany the written summary as part of the submission to the “CCR-Certification Panel.”
- ___ The “CCR-Certification Panel” will review the “Certified Research Project” for thoroughness, appropriate use of methodology and applicability and may recommend modifications.
- ___ Once the project is accepted by the “CCR-Certification Panel,” the applicant schedules a date with C2ER to conduct an oral presentation of the “Certified Research Project” at the annual conference or other approved venue.
- ___ The applicant becomes a Analyst Track Certified Community Researcher upon completion of the presentation.



Certification Portfolio Checklist

A total of 30 points is required for successful completion of the portfolio portion of the CCR certification process.

- There is a minimum and maximum number of points required for each skill group.
- Documentation for each portfolio item is required for all points.
- Each portfolio must include at least four of the indicated nine core items indicated with an **x**. To demonstrate the applicant's command of basic research skills, additional information is required for each of **four** core items submitted (see attached "Portfolio Core Item Questionnaire").

Please complete the following checklist and submit to the Council for Community and Economic Research (C2ER) along with required documentation and completed core item questionnaires.

		Core Topic 	Points
Education & Employment Background (minimum 1, maximum 3)			
Education (photocopy of diploma or transcript)			
_____	Bachelor's degree		1
_____	Graduate degree		1
Years of experience (resume with references)			
_____	One to five years of experience		1
_____	Six or more years of experience		2
Professional Development (minimum 0, maximum 3)			
Center for Applied Community Research or other C2ER-sponsored program			
_____	For each 1 or 1 ½ day training module		1
_____	For each week-long Foundations session		3
_____	Submitting an Award for Peer Review		2
_____	Winning Award for Peer Review		3
Professional Contributions (minimum 0, maximum 1)			
_____	Member of C2ER		1
Data Collection & Management Projects (minimum 3, maximum 8)			
_____	Electronic database of appropriate community data	X	2
_____	Membership (or other constituency) survey	X	3
_____	Benchmarking study	X	3
_____	State/Regional economic index (i.e., economic indicator series)		3
Economic & Demographic Analysis Projects (minimum 3, maximum 12)			
_____	Periodic economic newsletter (monthly, quarterly)		2
_____	Economic outlook conference		2
_____	Population estimates and projections	X	2
_____	Economic base study		3
_____	Fiscal impact analysis	X	3
_____	Industry clusters analysis		3
_____	Labor supply/demand study or work force needs study	X	3
_____	GIS Analysis		2
Economic Development Research Projects (minimum 6, maximum 12)			
_____	Business directory (e.g. manufacturers, large employers, etc.)		3
_____	Commercial real estate survey/directory (e.g. office park/building directory, industrial parks directory, etc.)		3
_____	Area wage survey	X	3
_____	Feasibility study		3
_____	Prospect proposal		2
_____	Economic impact study	X	3

_____ Target industry study
_____ Marketing materials (e.g. community profile, fact sheets, etc.)

X | 3
| 1

Total Points _____pts

Total Core Topics (X) checked _____ core topics



Portfolio "Core-Topic" Project Questionnaire

(Select 5 "Core Topic" research projects referenced from the attached "Certification Portfolio Checklist" and submit a "Core Topic" Project Questionnaire response for each)

Limited to 1 page – a copy of the final report should be included

Portfolio Project: _____

Please describe the project, its purpose, and your role in implementing it.

Briefly describe the research approach and methodology used in this project and the rationale for selecting that approach.

Briefly describe the findings and conclusions, and describe how this project might be replicated in other communities.

Briefly describe how and to whom the project results were disseminated.



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PROPOSED “CERTIFIED RESEARCH PROJECT” OUTLINE

Prepare a 5-20 Page “Certified Project Summary” using the following outline....

- I. Overview of the Project
 - a. Project Synopsis
 - b. Project Partners
 - c. Your Role in Designing and/or Conducting the Project

- II. Purpose and Rationale for the Project
 - a. What were the key issues and challenges that drove the need for the research project?
 - b. What were the key research question(s) being answered in the project?
 - c. What was the audience for the research and how would they use the research outcomes?
 - d. What were your anticipated outcomes (or what was the “hypothesis” that you were testing?)

- III. Methodology
 - a. What was your research approach and design?
 - b. How did you use technology in implementing the research effort?
 - c. Your role in the research activities

- IV. Findings from the Research
 - a. What were the New Facts that You Learned?
 - b. What conclusions or recommendations did you make as a result of the research?
 - c. What Suggestions do you have for future research?
 - d. How might you replicate this research in other places and what would you do differently to make the research project more effective?

- V. Dissemination Strategies
 - a. Summarize how the findings for this study would be (were) disseminated (including use of oral and written communications – including the web).
 - b. What impact (if any) did the research have on decision makers?
 - i. In what venues were the research presented to decision makers?
 - ii. How would you enhance the research or dissemination strategies to gain more attention from decision makers?