C2ER | THE COUNCIL FOR COMMUNITY AND ECONOMIC RESEARCH

Certified Community Researcher (CCR) – Manager 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 Manager 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* Dates[1]

Portfolio submission: _____(date planned)

Proposal for "Peer-Certified Project": _____(date planned)

"Peer-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) – Manager 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.

___ Submit materials to C2ER for review by an appropriate panel of peer researchers.

C2ER Activities

___ C2ER's Certification Committee Chair identifies a Peer-Certification Panel for the applicant, subject to applicant's approval.

___ The applicant's Peer-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.

PEER-CERTIFIED RESEARCH PROJECT

___ Applicant submits a proposal to the Chair of the Peer-Certification Panel for a "Peer-Certified Research Project," which the Chair may accept, reject, or modify.

___ Applicant completes the "Peer-Certified Research Project" and prepares a written summary (limited to 10-25 pages, double spaced) using the attached "Proposed "Peer-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 "Peer-Certification Panel."

___ The "Peer-Certification Panel" will review the "Peer-Certified Research Project" for thoroughness, appropriate use of methodology and applicability and may recommend modifications.

___ Once the project is accepted by the "Peer-Certification Panel," the applicant schedules a date with C2ER to conduct an oral presentation of the "Peer-Certified Research Project" at the annual conference or other approved venue.

___ The applicant becomes a Certified Community Researcher upon completion of the presentation.

C2ER | THE COUNCIL FOR COMMUNITY AND ECONOMIC RESEARCH

Certification Portfolio Checklist

A total of 45 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 five of the indicated nine core items indicated with an **x**.

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

		Core Topic |	Points
Education & Employment Background (minimum 1, maximum 8)			
	Education (photocopy of diploma or transcript)		
_____	Bachelor's degree	|	1
_____	Master's degree/Ph.D.	**x** |	4
	Years of experience (resume with references)		
_____	One to five years of experience	|	1
_____	Six or more years of experience	**x** |	2
_____	Ten or more years of experience	|	3
_____	15 or more years of experience	|	4
Professional Development (minimum 3, maximum 15*)*			
_____	Conduct educational session at meeting of professional organization	**x**|	5
_____	Author published work concerning some aspect of the practice of applied community research	|	5
_____	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		4
_____	Managing project(s) conducted by outside consultant	|	5
_____	Submitting an Award for Peer Review	|	2
_____	Winning Award for Peer Review	|	5
Management (minimum 1, maximum 10*)*			
_____	Manage professional staff	**X** |	5
_____	Manage support staff	**X** |	2
_____	Lead manager on project(s) conducted by outside consultant	**X** |	5
Professional Contributions (minimum 1, maximum 6*)*			
_____	Member of C2ER	**X** |	1
_____	Chair or co-chair of an C2ER committee	**X** |	3
_____	Service on the C2ER Board	**X** l	3
Data Collection & Management Projects (minimum 5, maximum 8)			
_____	Electronic database of appropriate community data	|	2
_____	Membership (or other constituency) survey	|	3
_____	Benchmarking study	|	3
_____	State/Regional economic index (i.e., economic indicator series)	|	3
_____	Conduct focus groups or employer/stakeholder interviews	l	3
_____	Conduct surveys	l	3

Economic & Demographic Analysis Projects (minimum 5, maximum 12)

_____	Periodic economic newsletter (monthly, quarterly)	|	2
_____	Economic outlook conference	|	2
_____	Population estimates and projections	|	2
_____	Economic base study	|	3
_____	Fiscal impact analysis	|	3
_____	Industry clusters analysis		3
_____	Labor supply/demand study or work force needs study	|	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	|	3
_____	Feasibility study	|	3
_____	Prospect proposal	|	2
_____	Economic impact study	|	3
_____	Target industry study	|	3
_____	Marketing materials (e.g. community profile, fact sheets, etc.)	|	1

Public Policy Research Projects (minimum 0, maximum 12)

_____	Business environment	|	3
_____	Regulation	|	3
_____	Taxation	|	3
_____	Land Use	|	3
_____	Infrastructure (e.g., transportation, telecom, technology)	|	2

Total Points   _____pts

Total Core Topics (X) checked   _____ core topics

_____

C2ER | THE COUNCIL FOR COMMUNITY AND ECONOMIC RESEARCH

PROPOSED "PEER-CERTIFIED RESEARCH PROJECT" OUTLINE

Prepare a 10-20 Page "Peer-Certified Project Summary" using the following outline….

I.   Overview of the Project
        a. Project Synopsis
        b. Project Partners

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.   Management of Project
        a. How did you determine your team?
        b. How did you determine the deadline for the project?
        c. How did you reallocate existing work?
        d. How did you determine the outside consultant, if one was used?
        e. How did you manage your team?
        f. What skill sets were you seeking to complete your project?
        g. Did you use staff outside your division or department?
        h. Were you missing any skill sets?
        i. Who was the spokesman for the project? What role did you play?
        j. How did you determine if the research was valuable and useful?

IV.   Methodology
        a. What was your research approach and design?
        b. How did you use technology in implementing the research effort?

V.   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?
e. What would you do differently the next time you build a team for a research project?
f. What holes did you see in the research?
g. What additional research would you include if you did this same project again?

VI. 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?