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Introduction

Welcome to Life Strategies LearnOnline. Our suite of programs, courses, and webinars offers accessible and affordable professional development across a wide range of topics related to career development, coaching/counselling, and human resources. All of our programs are facilitated by industry professionals with extensive experience and subject-matter expertise. All facilitators either have graduate level education (i.e., Masters degrees or PhDs) or are partnered with a member of our core team or associate faculty who has a relevant graduate level degree.

This catalogue describes policies and procedures relevant to the Life Strategies LearnOnline programs and provides specific information on:

1. Basic training through the Career Management Professional Program (CMPP), with three certificate options for those interested in introductory training for career development practitioners, and
2. Specialized training relevant to a broad range of professionals, comprising a wide range of certificates and webinars.

Click on the category you're interested in to learn more.

CMPP	Specialized Training
• CDP Essentials • EVGP	• Certificate Programs • Webinars

All courses use an interactive e-learning system called Moodle (see Moodle.org for more information). Our facilitated e-learning format is designed to engage you in ongoing discussions with learners from around the world. Moodle is easy to use, even for the novice-computer user; if you can open and send emails with attachments then you can use Moodle.

Not sure you are ready for online learning? Our LearnOnline Readiness Quiz is a great place to start. Or, don't hesitate to connect with a Student Advisor, request a tour of our e-learning system, or participate in the free LearnOnline Orientation that is offered at the beginning of each semester. E-mail info@lifestrategies.ca for details.

Many of our courses incorporate videos or live topical webinars (presented via GoToMeeting, an easy-to-use web conferencing/online meeting tool). Recordings of the live webinars are posted to the course site, within 24 hours, for students who were unable to attend the live webinar and/or for those wishing to review the content.

A full schedule is available at: http://www.lifestrategies.ca/docs/Course-Schedule.pdf. If you don't see the course you're interested in, please email info@lifestrategies.ca for more information.

Although known for our online learning, Life Strategies continues to facilitate in-person workshops, seminars, and courses. Most of our courses can also be offered in a blended, or mixed-mode, format combining in-person and online learning. Please note that special pricing and travel fees may apply. Email info@lifestrategies.ca for more information.

Many courses have been pre-approved for Continuing Education Units/Credits (CEU/Cs) by the Canadian Counselling and Psychotherapy Association (CCPA) and the Vocational Rehabilitation Association (VRA) of Canada. In addition, Life Strategies LearnOnline courses and webinars may be eligible for CEU/Cs from many other professionals associations such as the BC Career Development Association, Alberta Career Development Association, the Center for Credentialing and Education (CCE), and the BC Human Resources Management Associations. Please contact the Student Advisor for further information.

The remaining sections of this catalogue describe general, and program specific, policies and procedures and provide more detailed information on the specific programs and courses we offer.

Policies and Procedures

Registration Procedures

To register for courses, visit the Life Strategies Online Store.

Payment can be made at time of purchase via a secure SSL Certificate using Visa or MasterCard. Life Strategies also accepts cheques and money orders. Please note: you will receive an email confirmation of your order immediately after it is placed; however, we will review all orders for accuracy prior to processing.

Some courses require registration 2-3 weeks in advance to allow time to order the required training materials; late registrations (i.e., 1 week prior to start date) may be subject to a $50.00 (plus tax) fee. Register for three or more courses at once to receive a 10% discount. Full payment is due no later than 1 week before the course start date.

If you have any problems with registration or have questions regarding payment, please contact the office at info@lifestrategies.ca or phone 604-856-2386**.**

Courses with insufficient registrations may be postponed or cancelled one week prior to the course start date. If this is the case, any active students will be notified via email. These students may opt to transfer[1] to the next session or request a full refund of training fees.

Application Procedures

New students must submit a one-time new student application form. The application form is located on our website (http://www.lifestrategies.ca/resources/application-form.cfm). There will be a one-time $35.00 (plus tax) non-refundable application fee for new students which can be submitted through our Online Store. Note: webinar attendees are not subject to this application fee.

Refund/Transfer Policies

We strive to be flexible in our refund/transfer policies understanding that life circumstances can change unexpectedly. However, as our courses require active participation and completion of multiple assignments, we also encourage students to ensure they can make time in their lives to advance their education, prior to registering. Do not hesitate to contact a Life Strategies Student Advisor to discuss expectations specific to the program of study you are interested in, helping to ensure you fully understand these expectations before proceeding with your registration.

All **requests for refunds and/or course transfers** must be received in writing (i.e., email).

Courses/Certificate Programs
Our course refund policy is based on the policy created by the BC Private Career Training Industry Association (www.pctia.bc.ca)

If a student withdraws 2 weeks or more before the program of study starts:
A full refund of course fees, less a $50 administration fee, will be provided.

If a student withdraws 1-2 weeks before the program of study starts:
Ninety percent of the training fee, less a $50 administration fee, will be refunded. The remaining can be applied as credit toward future events within the following 12 months. If course fees have not been received at time of withdrawal, the student will be invoiced for 10% of the training fee plus the administration fee.

[1] In this circumstance, our regular transfer policy will be waived.

If a student withdraws less than 1 week before the program of study starts:
Eighty percent of the training fee, less a $50 administration fee, will be refunded. However, the remaining can be applied as credit toward future events within the following 12 months. If course fees have not been received at time of withdrawal, the student will be invoiced for 20% of the training fees plus the administration fee.

In any of the previous instances, students may opt to transfer to the next session of the same course (see transfer policy for details) rather than receive a refund, or partial refund, of tuition paid.

If a student withdraws after the program of study starts:
If written notice of withdrawal is received or the student is dismissed from the course within 10% of the program, we will retain 30% of the total fees due under the contract plus a $50 administration fee; within 30% of the program, we will retain 50% of the tuition fees due under the contract plus a $50 administration fee. After the first 30% of the program, students are not entitled to any refund and, with the exception of special circumstances, the student may not apply their fees to another session of that same course.

Any courses run in a directed study format cannot be refunded after the customized course materials have been released to the student (i.e., the Monday prior to the course start date) as, at that point, students have access to all course components (e.g., readings, resources, discussion topics, and assignment details).

Webinar Refund/Cancellation Policy
A full refund will be provided for withdrawals received within 72 hours after registration. After this refund period has passed, there is no refund available. A copy of the recorded webinar, however, will be provided. GoToMeeting requires the download of a “local client” that can be blocked by firewalls and various pop-up blockers, though problems tend to be very rare. Technical issues are the full responsibility of each webinar attendee and refunds are not available for webinars that ran successfully.

Course Transfer Policy
Students are permitted up to 2 transfers per course; transfer requests must be received in writing a minimum of 24 hours **prior to** the start date of the course with the exception of directed study courses. There is a $50.00 administrative fee for each transfer; however, this fee will only be applied if the student ultimately chooses to withdraw (course withdrawal fees will also apply). Credits can only be applied for one year. After a year has passed, the credit can no longer be applied.

For example:

- Request a transfer from one course to another; successfully complete the course – no transfer fee applies
- Request a transfer from one course to another but withdraw prior to the start of the course - $50 administrative fee for the previous transfer plus $50 course withdrawal fee; the balance will be refunded
- Request a second transfer but ultimately withdraw - $50 administrative fee for each transfer ($100, total) plus $50 course withdrawal fee; the balance will not be refunded but 50% of it can be applied towards another purchase

Materials/Supplies/Fees Refund Policy
Application fees and PDF copies of any Life Strategies publications are 100% non-refundable. Printed Life Strategies’ books may be returned however, they will be subject to a 20% restocking fee and Life Strategies will not be responsible for return shipping fees. Books purchased from other vendors, for specific courses/programs of study, are subject to the specific return policy of the individual vendors. Assessment tools and/or online codes for assessments are impacted by a range of policies which depend on the test publisher. If you are withdrawing from one of our assessment courses, please contact the Student Advisor for any refunds that may be available.

Attendance Policy

Each course is a specified number of weeks in length and follows a set schedule of facilitated discussions and assignments. These courses do not operate on the traditional “distance-education model of self-paced/self-study” but are facilitator-led with participation being worth 20 - 30% of the total available grade (please see Course Syllabus for information specific to your course). As such, you must be able to participate in course discussions at least once per day, including weekends and holidays.

There are several components to participating actively:

- Checking into the course site each day, including weekends and holidays.
    - Daily participation in course discussions will help you manage the overall work load and ensures active and ongoing dialogue among all students.
- Reading posts from fellow students, and the instructor, and posting your own contributions.
    - Students are expected to make a minimum of two posts in each of the required discussion threads over at least 2 of the days that a course topic is active.
- Ensuring that your posts reflect:
    - Your understanding of the readings, course activities, and underlying theories/constructs.
    - Your integration/application of the information to the work of a career development practitioner.
    - Your thoughtful response to others’ contributions to the discussion.
- Completing any required activities (e.g., Wikis, Chats) described in the Course Syllabus.

Remember it’s not all about quantity (i.e., overwhelming or dominating the discussions with your contributions will not improve your learning experience and may impair that of others) or length (i.e., we are not looking for “mini essays”). Instead, strive for succinct, meaningful posts. Focus on quality and timeliness of your contributions. Avoid “drive-by” posts (i.e., significant posts made just as a topic is closing) or “cheer” posts (e.g., “Really great comment, Cindy” or “I really enjoyed the readings for this topic”) which don’t contribute substantially to the discussion.

You must notify course instructor(s) if you are going to be “offline” for more than 48 hours. After 48 hours the course instructor, or other administrative staff, will contact you via email. If no response is received to that email and there is no additional activity for a further 24 hours, we will assume that you decided to withdraw from the course. Therefore, if you are offline for more than 72 hours you will be un-enrolled. Because these courses are relatively short and intensive in nature, you cannot afford to be away from the course for very long.

Plagiarism

LearnOnline instructors take plagiarism and incorrect credit for another’s work very seriously. All assignments must be original work (i.e., something you’ve prepared specifically for your current course) appropriately crediting sources for concepts and words. Plagiarism in any assignments may result in a grade of zero. For more details, see the writing section of the student handbook (http://www.lifestrategies.ca/docs/student_handbook.pdf).

Grievance Policy

In the event a dispute arises between you and an instructor, the following procedures will be followed:

1. You must raise the concern with the instructor, with a specific request for action
2. If the dispute isn’t resolved, you must submit the concern in writing to the instructor, cc’ing Dr. Roberta Neault (president of Life Strategies Ltd.) at Roberta@lifestrategies.ca
3. Dr. Neault will follow-up with you within 3 working days to see if the issue has been satisfactorily resolved
4. If the issue hasn’t been resolved, Dr. Neault will clarify the concerns and provide a resolution within 5 working days of receipt of written complaint

Computer Requirements

We recommend that students have a relatively new computer, either PC or MAC, with reliable high-speed Internet access. While slower computers and/or dial-up Internet will work, students may find the slow response times (e.g., loading course discussions or resources, following webinar presentations) frustrating and find they spend more time on course work than they'd anticipated. Webinar attendees also need, at minimum, a computer with speakers or reliable telephone line; note, long distance charges will apply for those calling in and are the responsibility of the individual webinar attendee.

Students must submit their written assignments using products from the Microsoft Office Suite (i.e., Word, Excel, and/or PowerPoint) or compatible software. PDF assignment submissions will not permit instructors an opportunity to provide detailed feedback and so consequently be avoided. It is also expected that students have the latest version of Adobe Acrobat Reader for viewing resources; it can be downloaded free of charge, at www.adobe.com/products/acrobat/readstep2.html.

Please see Appendix A for additional policies specific to courses within the Career Management Professional Program.

Career Management Professional Program

Yorkville University is the academic home for the Career Management Professional Program (CMPP). The program is designed to meet the professional development needs of career/employment counsellors, career practitioners, human resource management professionals, counsellors, rehabilitation professionals, and practitioners in related fields.

The Career Management Professional Program offers 11 distinct courses that can be taken individually or combined into 2 separate certificates:

CDP Essentials[2]
200 hours of foundational training needed to work in a wide variety of roles and settings within the career development sector

Educational and Vocational Guidance Practitioner
The Educational and Vocational Guidance Practitioner (EVGP) credential is offered through the International Association of Educational and Vocational Guidance (IAEVG), built upon the international competencies developed by IAEVG adopted in 2003.

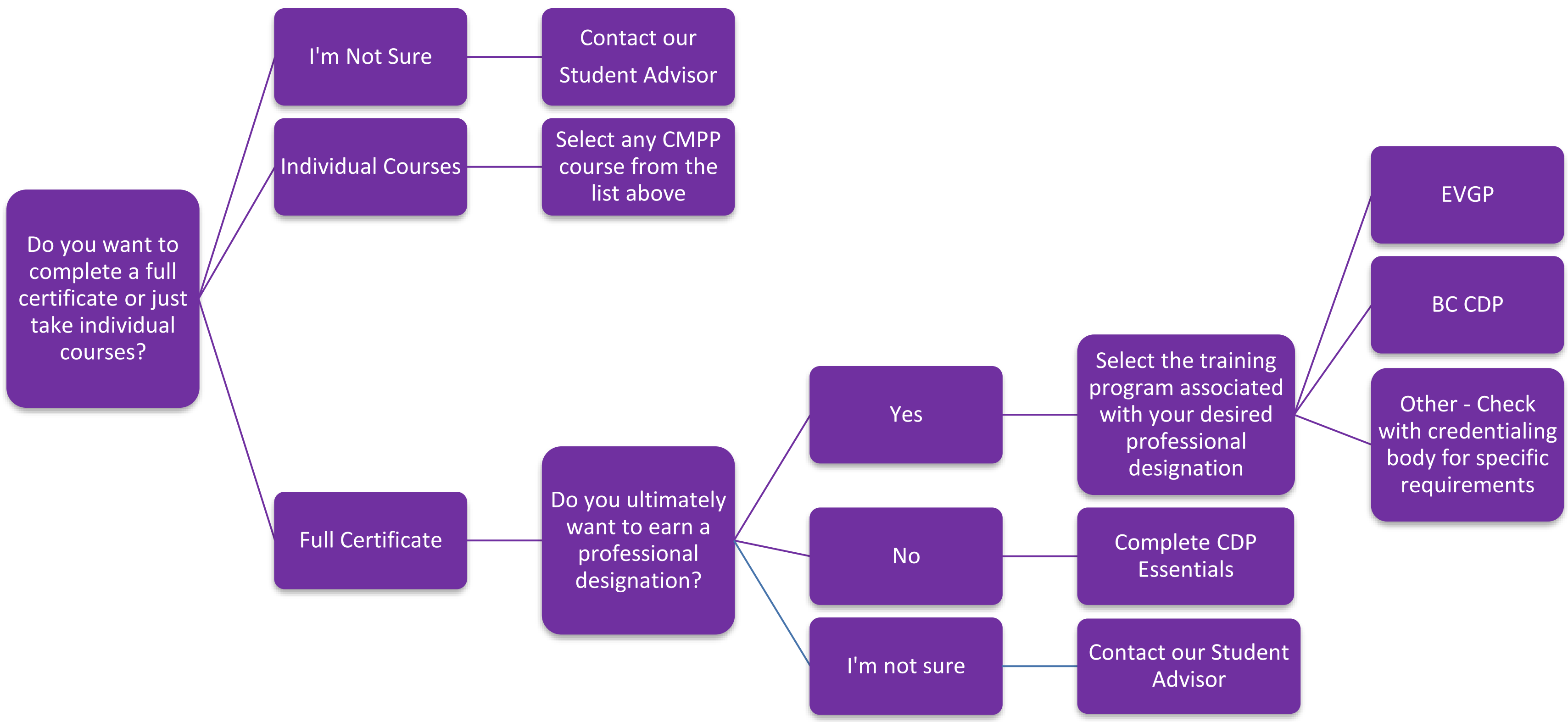
The EVGP requires a combination of education and experience; completion of this 140 hours of training meets the additional training requirements. Students who complete the EVGP certificate will be eligible to apply for the EVGP credential if they also meet the other requirements (Click here for more information).

The following table lists each of the courses as well as the combination of courses that form each of the 2 certificates.

Courses	CDP Essentials	EVGP
Administering and Interpreting Career Assessments	●	
Career Coaching Skills	●	●
Career Development Foundations, Emerging Theories, and Models	●	●
Developing Career Programs, Services, or Courses		●
Ethics for Career Practitioners	●	●
Group Facilitation Strategies for Career Development Programs	●	
Helping Skills to Facilitate Career Development	●	●
Researching Workplace Trends, Career Information, and Employment Possibilities	●	●
Understanding Diverse Clients	●	●
Work Search Essentials 1: Resumes, Cover Letters, and Career Portfolios	●	
Work Search Essentials 2: Interview and Negotiation Strategies	●	

[2] This option meets the certificate requirements of BCCDA's CCDP

Not sure where to begin? The following flow chart may help



As our field continues to rapidly change, Life Strategies requires certificates to be completed within 2 years of beginning the first course in the program. Should you be unable to complete your certificate in 2 years you may be required to re-take courses to ensure the content is current.

Course Descriptions

Administering and Interpreting Career Assessments

This course provides an overview of several assessment tools commonly used to facilitate career decision-making (i.e., tools that assess skills interests, values, and personal style), including assessment selection, administration, interpretation, and integration of results. In addition, this course will consider the assessment process. Participants in the course are expected to purchase a package of assessment tools for use during the course. The focus of this course is on "A" level assessment tools (i.e., tools that do not require graduate level training in statistics and psychometrics). Commonly used "B" level assessment tools (i.e., those that require specialized training or a graduate degree in psychology) will also be introduced. However, it is important to note that completion of this course will not qualify participants to administer/interpret "B" level assessment tools.

Career Coaching Skills

This course will highlight differences between coaching and counselling. It is designed to develop/enhance the skills of managers, supervisors, HR managers, coaches, and career practitioners who need to coach employees or clients regarding career issues.

Career Development Foundations, Emerging Theories, and Models

This course will present traditional and emerging career development theories, models and strategies. Using these models, and strategies, this course develops participants' abilities to work constructively with clients to build individualized career plans.

Developing Career Programs, Services or Courses

Participants will learn how to integrate required components to develop successful career programs, services, or courses to achieve desired outcomes. Focus will be on identifying the client group and specific needs of that group, formulating course/program purpose, and building a comprehensive outline.

Ethics for Career Practitioners

Career management professionals are committed to working ethically with their clients. Due to the professional diversity of this field; however, there are many ethical codes that impact their work. This course will explore how several of those codes inform ethical practice and we will together examine real-life ethical dilemmas based on case studies and shared experiences.

Group Facilitation Strategies for Career Programs[3]

This course will introduce strategies for effective face-to-face group facilitation. Topics include: stages of group development, differences between facilitating small and large groups, and strategies for effectively managing challenging situations.

Helping Skills to Facilitate Career Development

Participants will develop or enhance counselling, coaching, and other interpersonal communication skills to a paraprofessional level.

Researching Workplace Trends, Career Information, and Employment Possibilities

Timely and accurate information is essential for effective career decision-making. Although clients typically expect career practitioners to have immediate answers to a multitude of questions, the reality is that, in a constantly changing world, yesterday's answer doesn't usually fit for today. The solution, then, is research. This course will introduce excellent sources of career-related information and offer tips and strategies to enhance effectiveness and efficiency in finding, evaluating, managing, updating, and maintaining career resources.

Understanding Diverse Clients

In today's work environment, career management professionals require skills to work with diverse clients. This course will explore the similarities and differences in working with a wide variety of client groups and provide tips for tailoring strategies appropriately.

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[3] To simulate face-to-face facilitation, students will use either a live or asynchronous digital technology to facilitate a group. In addition, they will participate in two groups facilitated by their peers. Group facilitation and participation is a mandatory component of this course; your assignments will require a reflection on your experiences.

Work Search Essentials 1: Resumes, Cover Letters, and Career Portfolios

Career management professionals must be able to effectively guide clients through searching for and securing work opportunities. This includes developing and maintaining resumes, cover letters, and portfolios. With increasing competition from local and global markets, clients must have work search documents that stand out and get noticed. This course will take an in-depth look into the world of resumes, cover letters, and career portfolios, helping career professional create documents that better support clients' work-search activities.

Work Search Essentials 2: Interview and Negotiation Strategies

This course will provide career management professionals with the tools they need to coach clients through the process of employment interviews and job negotiations. Types of interviews and commonly used interviewing techniques will be introduced and tips provided to facilitate interview and negotiation success.

Specialized Training

For professionals looking for specialized and advanced topics, Life Strategies LearnOnline offers a suite of certificate programs and webinars, some with the option of converting to short courses, to meet your training and certification needs.

Certificates Programs

Life Strategies has collaborated with a variety of organizations, credentialing bodies, and/or educational institutions (e.g., Yorkville University, Career/Life Skills Resources, Job Developers Institute) to offer stand-alone speciality certificate programs/courses aligned to industry standards. Many of the certificate programs link to certification and/or industry credentials.

Course duration varies across certificate programs (e.g., 4 weeks), with students expected to commit to 10-hours per week, including weekends, on course activities (e.g., online discussions, readings, assignments). A full course schedule is available at: www.lifestrategies.ca/docs/Course-Schedule.pdf

Our certificate programs include:

- Case Manager
- Job Developer
- Personality Dimensions®
- Psychometric Assessments "B" Level Qualification Training

If you don't see the certificate you're interested in scheduled, please contact info@lifestrategies.ca to arrange a special session and/or get on a wait list. Certificate program descriptions are available in the next section; visit the Life Strategies Online Store for pricing information.

Webinars

Life Strategies offers a wide-range of topical webinars. Check the Life Strategies website or contact us at info@lifestrategies.ca for a list of upcoming webinars.

Certificate Descriptions

Case Manager (4 weeks)

Case management is a process that facilitates client access to appropriate services and supports. This course is designed to equip case managers to conduct needs assessments, conceptualize cases, prioritize client needs, collaborate with clients to develop action plans and select interventions, and follow-up to ensure clients have achieved their identified goals. The course will also provide tips and techniques for managing time, systems, and data including case notes and documentation, regardless of the data management system – essential competencies for all case managers.

Job Developer (5 weeks)[4]

Job developers have an important role to play in helping clients find meaningful employment and creating strong partnerships with employers; they make a crucial link between the agencies supporting clients and the local business community. Job developers need to be equipped to support diverse clients while also meeting the needs of the employer. This course will outline best practices in job development including understanding diverse clients, preparing clients for employment, making effective client-employer matches, maintaining effective relationships with employers, and dealing with challenges and concerns that may arise.

Personality Dimensions®

Personality Dimensions® builds on the personality temperament and type foundations of such influential authors as Keirsey, Berens, Lowry, Myers, Briggs, and Jung. Two of the Master Trainers for this internationally-recognized tool are on the Life Strategies team! Roberta Neault and Deirdre Pickerell are also authors of the "Toolkits for Trainers" series.

Level 1 Training – Facilitator Qualification (3 weeks)

Personality Dimensions® is a "B" level assessment which means that students must have specific training in the tool or graduate level training in the use of assessments, typically through a Master's in Counselling or Psychology degree. This 3-week online training program meets the "specific training" requirements. Participants who successfully complete the training and the qualification exam can become Qualified Facilitators – they can purchase materials and use Personality Dimensions® with groups in basic awareness workshops or specialized workshops on such themes as teambuilding and career planning.

Bridging (1.5 week)

A bridging workshop gives existing True Colors® Facilitators and Myers-Briggs Type Indicator® Qualified Users an opportunity to gain equivalent qualification for the Personality Dimensions® self-discovery model. Participants in bridging sessions receive a full set of Personality Dimensions® manuals, Dimension cards, Traits and Characteristics checklists, and a PD in Action booklet. Bridging fees include the cost of certification as a PD trainer.

Life Strategies also offers **Level 2 Training - Facilitator-Trainer Qualification** for currently qualified Level 1 facilitators seeking to become qualified to train PD facilitators. Level 2 students must have been a PD facilitator for more than one year and have conducted more than 10 different PD workshops for a variety of groups.

This 20 hour training, facilitated by one of our Master Trainers, Roberta Neault or Deirdre Pickerell, is currently only available in a classroom-based setting. Therefore, students will need to coordinate one of these options:

- Identify a group of 10 people who want to achieve Level 2, select dates, and arrange a location. Life Strategies will travel to this location to facilitate the training.
- Identify a group of 15 people who want to achieve Level 1, select dates, and arrange a location. Life Strategies will use a co-facilitator / apprenticeship model to qualify the Level 2 Trainer while training them as Level 1 Facilitators.

Psychometric Assessments "B" Level Qualification Training

Life Strategies Ltd., in partnership with Yorkville University, is pleased to offer CPE 510 and 521. Combined, these courses will qualify students to purchase and administer "B" level assessments. CPE 521 features two 30-minute one-on-one coaching sessions with the instructor. To

[4] Four weeks, 10 hours per week; 1-week reading break schedule after week 2.

qualify to purchase and administer “B” level psychometric assessments, individuals must have a university degree (preferably a Masters) and complete university level courses in tests and measurements and interpreting psychological assessments. CPE510 (or a similar university-level course in tests and measurements) is one essential component in the process of becoming qualified to administer “B” level psychometric assessments.

CPE510: The Fundamentals of Psychometric Assessments: Understanding Validity, Reliability and Other Important Stuff (3 weeks)
This 30-hour course introduces basic statistical concepts that are foundational to psychometric assessments (e.g., scaling, norms, frequency, correlation) and introduces factors that impact reliability and validity in test construction and use. Note: this course is a pre-requisite for “Psychometric Assessments: Selection, Administration and Interpretation of ‘B’ Level Tools”.

CPE521 Psychometric Assessments: Selection, Administration and Interpretation of “B” Level Tools (3 weeks)
This course is designed for professionals with university degrees (preferably a Masters) that have successfully completed a university course in tests and measurements. It will provide opportunities for participants to examine, discuss and practice using a variety of “B” level assessment instruments that measure achievement, aptitude, career interests, personal style, values and other individual characteristics.

Participants will have the opportunity to read, and case-conference about, assessment reports that have been prepared for real counselling and vocational rehabilitation clients (client identities, of course, will be obscured). Each participant will also complete 5 – 7 assessments and integrate the results in a comprehensive self-assessment report. Then, by working with a volunteer client, each student will have the opportunity to integrate and interpret a 2nd set of assessment results, writing a report that would be suitable to present to a client. Up to 60 minutes of one-on-one coaching sessions (using an online CHAT forum or telephone will also be available) with either the instructor or another counsellor or psychologist certified to administer or interpret “B level” psychometric assessments.

Please note: Although it’s not recommended, students who want to work with a particular client group or a different set of assessments for their 3rd assignment may opt to select a volunteer “client” from outside the course. Students must demonstrate they have obtained informed consent from their “client” well in advance of assignment preparation (i.e., by the close of week 1 at the very latest). Informed consent must demonstrate that the “client” understands that the test administrator is a student and therefore there are limits to his/her expertise as well as confidentiality (i.e., that, although you’ll use a pseudonym, your instructor and your supervisor will be reviewing the assessment results and also your final report). We recommend avoiding vulnerable populations; however, if the “client” is a child or unable to give informed consent, a guardian must provide consent on his/her behalf.

Students are asked to either forward an email exchange between themselves and their “client” or prepare a formal signed document detailing the “client’s” consent and understanding.

Students who select a volunteer “client” are responsible for arranging and purchasing assessment materials and, in situations where the course instructor is unfamiliar with the selected assessment tools, arranging for a qualified external supervisor. If you do not have access to the tools you have selected (e.g., through your workplace or from your supervisor), some assessments tools are available through Life Strategies Ltd.

External supervisors must be qualified to supervise the assessment selection, administration, and interpretation, and sign off as approving the student’s final report. To document this agreement, an email exchange or signed letter from the supervisor confirming his/her qualifications and willingness to supervise is also required.

All documentation of informed consent and supervision should be sent either directly to the instructor or to info@lifestrategies.ca.

Frequently Asked Questions

Who designed the programs and courses?

The Career Management Professional Program (CMPP) was designed in 2004 by Dr. Roberta Neault and Dr. Deirdre Pickerell of Life Strategies, and Cary Sheppard and Jean Sheppard of Access Employment Services with contributions to overall program design being provided by Lynn Jest, Director of Continuing Education at Capilano College.

Since that time, Life Strategies has developed a suite of LearnOnline certificates, courses, and webinars in consultation with relevant sector leaders and associations. If students have any questions regarding the development of a specific course, please email info@lifestrategies.ca.

Who is offering the programs and courses?

All programs are offered by Life Strategies Ltd., under the leadership and direction of Dr. Roberta Neault, CCC, CCDP, GCDF-i. CMPP and Psychometric Assessments "B Level" Qualification Training (i.e., CPE510 and CPE521) are offered by Life Strategies through Yorkville University. Remote Learner hosts the Moodle platform (i.e., e-learning management system) with technical support provided by members of the Life Strategies team.

For more information about program partnerships, please contact info@lifestrategies.ca

How is the program delivered?

All courses are offered online giving Canadian, US, and International students, including those in remote areas, an opportunity to access professional development and skills upgrading in their own communities. Special arrangements for face-to-face or mixed mode sessions can be arranged for intact groups. Please note: pricing for such sessions will vary depending on location and group size.

How does a student complete a certificate?

Successful completion of a course is considered to be a final grade of 80% or higher. Upon successful program completion (i.e., completing all required CMPP courses [7-11, depending on the certificate chosen] and/or certificate course requirements), students will officially be considered complete and receive a certificate of completion and a transcript of grades. Although students are welcomed to take individual CMPP courses, they will **not** receive a certificate but can request a transcript.

How long do students have to complete a certificate?

For the certificate courses, students must complete the specified requirements within the time allocated. For CMPP, students have 2 years from the start of their first course to complete the 7-11 courses required for their certificate. In some circumstances, students may apply for a certificate extension; see our certificate extension policy. We strongly recommend CMPP students connect with the Student Advisor if they anticipate not being able to complete certificate requirements within the 2-year window.

What do students receive upon course completion?

Upon success program completion, students will receive a transcript of grades and certificate of completion. Certificates for individual courses within CMPP will not be issued.

Who issues the certificate?

Currently, Yorkville University issues certificates for the Career Management Professional Program and Psychometric Assessments "B Level" Qualification Training, Career/Life Skills Resources issues certificates for Personality Dimensions®, and Life Strategies issues certificates for Job Developer and Case Manager. Certificates are not issued for individual courses within the Career Management Professional Program or webinars.

What if a student needs another copy of his/her transcript and/or certificate?

We can happily arrange for transcripts and/or certificates to be re-issued however, a small fee (i.e., $10.00 plus tax) will apply to each re-issue. This fee can be paid via our online store.

Do students receive certification or a credential/designation?

Some programs/courses can bridge into certification and/or a credential/designation. For example, the EVGP specialization meets the specific training requirements of the educational requirements for the EVGP credential, and the CDP Essentials meets the certificate-level training for BCCDA's BCCCDP credential and NBCDAG's Career Development Practitioner Certification.

Please note: as a private organization, Life Strategies Ltd. does not grant credentials/certifications upon successful program/course completion; additional requirements (e.g., experience hours, completion of an application) and fees may be required. Students seeking certification/credentialing must connect with the governing body for the credential upon successful program/course completion.

- Educational and Vocational Guidance Practitioner (EVGP) – International Association of Educational and Vocational Guidance, http://iaevg.net/?page_id=70&menuid=21&smenuid=0&tpage=1&t1=275&t2=289&t3=290&t4=291&t9
- BC Certified Career Development Practitioner (CCDP) – Career Development Association of BC, http://bccda.org/cert-criteria.cfm
- Career Development Practitioner Certification – New Brunswick Career Development Action Group (NBCDAG) http://www.nbcdag-gadcnb.ca/[5]

Contact us for more information regarding certifications and/or credentials.

Is a certificate the same thing as a certification or a credential?

Not exactly. Life Strategies merely offers training providing educational certificates to our students. Certifications or credentials often require individuals to complete an application documenting their experience and adhere to a code of ethics set forth by the hosting body. To maintain a certification and/or credential, individuals may be required to obtain Continuing Education Units (CEUs) and pay a fee to the association.

What kind of course credit do students receive?

Our programs and courses are designed for professional development. As such, these are not "credit" courses (i.e., as in university transfer credit). Those offered in conjunction with Yorkville University are considered part of their Continuing Professional Education division.

Can students transfer course credits to a university or college?

As the courses are non-credit, there isn't a direct way to transfer course credits to a university or college; however, many institutions have a PLAR (Prior Learning Assessment and Recognition) process in place. As such, we encourage students to connect directly with the college or university of their choice.

Can students transfer credits from another institution?

As with most programs, a limited number of courses can be "waived" or "challenged" if a student is working toward a certificate through the CMPP. Students may challenge up to 2 courses per certificate specialization, for a fee, and there is a negotiated amount of work that must be done to demonstrate the prior learning.

[5] Applicants with the Educational and Vocational Guidance Practitioner (EVGP) credential may qualify directly for NBCDAG's certification

Will students earn Continuing Education Credits (CEUs)?

The granting of CEUs is up to specific associations. Many of our courses are currently approved for CEUs each with the Canadian Counselling and Psychotherapy Association (CCPA) and Vocational Rehabilitation Association (VRA) of Canadian. The Human Resources Management Association of BC (HRMA), at this time, does not have a way to pre-approve these courses but would be happy to consider courses for CEU credit on an individual basis. Students can also approach their professional association directly to request CEUs for these courses or can let us know if there's another association that they'd like us to contact.

How are courses scheduled?

Courses are scheduled from September to June with a winter break in December. Most courses are scheduled once a semester; however, some of our more popular courses are scheduled more often and some of our less popular courses are scheduled less often (i.e., once a year). Click here to view the course schedule.

When do courses begin?

Courses always start on a Wednesday and end on a Tuesday. Students can expect to receive access to the course site the Monday prior to the start date. Although we strongly encourage students to take a look at the course site and post their welcome message and learning goals, course discussions won't begin until the Wednesday.

How long are courses?

Courses range in duration up to 4 weeks (e.g., Job Developer); however, they always will be the equivalent of 10 hours per week.

Is this self-paced learning or more like live chats?

Each course has a clear start and end date, so participants will work through the content together over the specified time period. However, to maximize flexibility and accommodate different time zones and work/life schedules, course discussions will rely primarily on discussion forums (similar to "message boards"), rather than live "chats." (Occasionally, live chats may be scheduled to facilitate group projects). Videos and webinars may also be scheduled; however, for those that can't attend live, a recording will be made available on the course site.

At the beginning of each course, facilitators will post topical information and links to web resources and then open a series of course-specific discussion forums. Students are expected to respond to the forums, sharing information from their life/work experiences and the course readings/research. Facilitators will add comments as well, and the discussions will be shaped by postings and questions – very similar to interactive classroom-based learning. Using discussion forums, over "real-time chats", allows students to retain the flexibility that is so fantastic about online learning. However, this format is more structured than self-paced learning as there are specific start and end dates, and discussions will be moderated by instructors/facilitators that are committed to checking-in daily. Active participation (i.e., regular posting to discussion forums) is essential to successful completion of these courses.

What are course times?

As the courses are online, there are no specific class times or instructor office hours scheduled. Active participation, however, is required (i.e., it is hoped that students will check in and post online once or twice per day for the duration of each course). Students should expect to spend approximately 10-hours per week on course-related activities.

How much do the courses cost?

Course fees range in price from $349.00 for CMPP courses to $1250.00 (plus tax) for CPE 521. Students who register for 3 or more courses, at one time, are eligible for a per-course discount of 10%. Organizations that send 3 or more staff to any individual course are also eligible for a per-person discount of 10%. In order to qualify for any discount, full registration and payment should be received for all courses/staff at **one** time (i.e., on the same order). Amended orders / invoice will not be eligible for the bulk discount.

Are there any extra costs such as texts?

A few of the courses have required texts, but most of the information will be available online. We have kept the required texts to a minimum in order to keep costs low. Refer to Appendix B for the textbook and readings list. Some of the course fees include all or part of the required materials (i.e., CPE 521 and Personality Dimensions Level 1 and Bridging courses), which will be sent to the students prior to the course start date.

For new students there is a one-time application fee of $35.00 (plus tax), which can be purchased through the online store.

What if students aren't sure the program is for them?

Although we do not have any information sessions planned at this time, please do not hesitate to contact any one of our team with any questions. The Student Advisor is happy to provide more information, answer questions, and/or develop a personalized course plan for students.

Can students obtain funding for these courses?

Although Life Strategies does not offer program funding, past students have received funding through training grants. Keep in mind that funders of training (e.g., Employment Insurance) typically require courses to be completed full-time and, as scheduled, our courses may or may not meet these requirements. Please contact the Student Advisor to discuss course scheduling.

Appendix A: CMPP-Specific Policies

Directed Studies

A directed study course offers the same content as courses delivered online, but course work is done independently. Rather than using the online system the student and instructor will communicate via e-mail and the student can go at his/her own pace within the 2-week window for the course. Directed studies can be requested under special circumstances; contact the Student Advisor to discuss options.

Two business days before the start of the course, the student will be emailed course materials, instructions on how to connect with the instructor, and details on assignments and participation expectations. All communication with the instructor will happen via email.

Course Extensions

The course extension option allows students to extend a course over a month, instead of two weeks. Students will receive early access to the course overview and readings (i.e., 1 week prior to course start date) and the opportunity to submit all assignments (that don't involve group work with other students) up to one week after the course closes. Students must negotiate specific assignment deadlines with their instructor. Course extensions cost $50 (plus tax) per course and should be included in the course registration (i.e., on the same order as the course being extended).

Course Challenge

If a student is completing a certificate within the Career Management Professional Program (CMPP) he/she may challenge up to two courses. Each challenge has several components including:

- Remittance of the $100 (plus tax) fee per challenge
- Brief summary of how he/she has already achieved the course learning objectives (see course outlines)
- Demonstration of his/her knowledge, skills, and abilities related to the course topics, through a tip sheet assignment (i.e., handout for clients or colleagues) or some other resource that can be shared on the course site

A student can challenge any course to receive full course credit. Note: transcript will state "successfully challenged."

Upon purchase of each course challenge the student has 30 days to submit an outline as to how he/she has meet the learning objectives, plus 1 week to complete and submit a tip sheet or similar assignment as stipulated by Life Strategies.

Extending Certificate Completion

To ensure certificates are kept current with relevant, up-to-date information, CMPP students completing a full certificate must complete **all** coursework within **2 years** of the starting the program.

Students who are unable to complete all coursework within the 2 year period are no longer eligible to receive their CMPP certificate from Yorkville University; however, they are welcome to continue taking individuals courses at their own pace for professional development. All students, whether completing a full certificate or taking individual courses with Life Strategies Ltd., are eligible to receive course transcripts as documentation of successful course completion. Transcripts are issued upon request and carry both Life Strategies Ltd. and Yorkville's logos. The first transcript is free of charge; however, multiple requests will result in a small fee.

Alternatively, students may **apply for a certificate deadline extension**. To do so, they must make a formal application to Life Strategies Ltd. and pay the certificate extension application fee ($50.00) to cover the costs of reviewing course plans and identifying which courses may be challenged and which must be redone. Click here for the official Certificate Extension Application Form; submission of this form is required at least one month prior to the 2 year deadline. We strongly recommend early applications so our student advisor can review the application and assist in course planning. Certificate extensions will only be permitted for 3 months passed the certificate expiry date. Submission of an application for certificate extension does not guarantee an extension will be granted. Applications are considered on a case-by-case basis.

Appendix B: Textbooks

In preparation for your courses, you may need to purchase one of the textbooks listed in the rows below. If you need to order materials, please be sure to allow adequate yourself time for shipping of any printed items. Also, to avoid double ordering, please be aware that some courses do require the same textbooks.

	Textbook	Administering and Interpreting Career Assessments	Career Coaching Skills	Career Development Foundations, Emerging	Developing Career Programs, Services, or Courses	Ethics for Career Practitioners	Group Facilitation Strategies for Career Programs	Helping Skills to Facilitate Career Development	Researching Workplace Trends, Career Information, and Employment Possibilities	Understanding Diverse Clients	Work Search Essentials 1	Work Search Essentials 2	Case Manager	Job Developer	Psychometric Assessments "B" Level Qualification Training (CPE 510 & 521)
	Assessment Package. Available from [Life Strategies)]()	REQ													
Career Strategies for a Lifetime of Success[6]	Neault, R. (2012). *Time for action: Successful marketing strategies* (3rd ed.). Aldergrove, BC: Life Strategies. ([PDF]()).								REQ						
Career Strategies for a Lifetime of Success[6]	Neault, R. (2012). *Time to choose: Identifying career possibilities* (3rd ed.). Aldergrove, BC: Life Strategies. ([PDF]()).														
Career Strategies for a Lifetime of Success[6]	Neault, R. (2012). *Time to explore: Understanding the workplace* (3rd ed.). Aldergrove, BC: Life Strategies. ([PDF]()).								REQ						
Career Strategies for a Lifetime of Success[6]	Neault, R. (2012). *Time to prepare: Developing portfolios, resumes, and interview skills* (3rd ed.). Aldergrove, BC: Life Strategies ([PDF]()).										REQ	REQ			
Career Strategies for a Lifetime of Success[6]	Neault, R. (2012). *Time to reflect: Understanding yourself* (3rd ed.). Aldergrove, BC: Life Strategies. ([PDF]()).	OPT													
	Amundson, N. E., Harris-Bowlsbey, J., & Niles, S. G. (2013). Essential elements of career counseling (3rd ed.). Upper Saddle River, NJ: Pearson. ([print]() or [e-text]()) [7]		REQ					REQ	OPT						
	Drummond, R. J., Jones, K. D., & Sheperis, C.J. (2015). *Assessment procedures for counselors and helping professionals* (8th ed.). Boston: Pearson. ([print]() or [e-text]())														REQ
	Neault, R. (2006). *Beyond the basics: Real world skills for career practitioners.* Aldergrove, BC: Life Strategies. (print or PDF).									REQ				REQ	
	Pickerell, D. A., & Neault, R. A. (2016). *So you want to be a case manager: A career practitioner's toolkit.* Aldergrove, BC: Life Strategies ([print]() or [PDF]()).												REQ		
	Prendiville, P. (2008). *Developing facilitation skills: A handbook for group facilitators*. Dublin, Ireland: Combat Poverty Agency. [Click here]() for free download.						REQ								
	Sheppard, B. C. & Mani, P. S. (Eds.) (2014). *Career Development Practice in Canada*. Toronto, ON: [CERIC](). (eBook or print).[8]	REQ	REQ	REQ		REQ		REQ	REQ	REQ	REQ	REQ			
	Wyckoff, L., & Clymer, C. (2005). *Job development essentials: A guide for job developers (2nd Ed.).* Public/Private Ventures. [Click here]() for free download.													REQ	

[6] We recommend purchasing Neault, R. (2012). *Career strategies for a lifetime of success* (3rd ed). Aldergrove, BC: [Life Strategies]() (PDF or print) if you're completing a full certificate as it includes all "Time to" chapters.
[7] If you're planning on taking both *Career Coaching Skills* and *Helping Skills to Facilitate Career Development* we recommend the non-expiring e-text version to avoid re-purchase the book
[8] This textbook is a required reading throughout the Career Management Professional Program. You can either purchase the full book or download relevant chapters for free.