Ec.D. Certification Package

Dear Member,

Thank you for your interest in applying for professional certification through The Economic Developers Association of Canada. This program recognizes the education and skills essential for excellence in economic development.

Enclosed is the application package, including the process overview, application form, and reference form. Please complete and submit all materials with your certification fee before booking your exam date. Referees must send their completed reference forms directly to the EDAC office before your application can be reviewed.

Results will be communicated to you via email no later than 4 weeks after your exam date.

We appreciate your commitment to professional development and look forward to reviewing your submission.

For any inquiries or letter of reference submissions, contact our Member Co-ordinator, Kait at kait@edac.ca.

Sincerely,

John Perrott
Executive Director

Economic Developers Association of Canada
Tel: (289) 649.1771 E-mail: johnp@edac.ca Website: www.edac.ca

Ec.D. Application Process

Exam Eligibility

To first apply for Ec.D. accreditation, you must have followed one of three pathways to ensure your ability to write the exam:

Pathway 1: 45 points + three years of experience in the Economic Development field
Pathway 2: Master's Degree + one year of experience in the Economic Development field
Pathway 3: 10 years of experience in the Economic Development field + Year 2

What is experience in the Economic Development field?

The Economic Development Field is defined as the total time a person has worked in roles where their primary duties involve economic development activities, such as:

- Economic Development Officer / Specialist / Coordinator / Manager / Director
- Jobs focused on business attraction, retention and expansion, investment attraction, or community economic development
- Positions in government, NGOs, chambers or agencies where key responsibilities are strategic planning for growth, incentive programs, grant/loan programs, sector development or related policy work
- Related fields like business development, community development or planning are often counted when the work directly supports economic development outcomes, such as the measurable changes in a community's economy and quality of life that result from the economic development activities listed above.

How many points are courses worth?

Points are allocated depending on the time spent on the course. The following chart is not comprehensive, but will allow you to gain an understanding of how many points you may have:

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Core Economic Development Training	Conferences and Seminars*	Academic Credentials and Other Programs
5 - 10 points	**3 - 7 points**	**5 - 10 points**
U of W: Year 1 (10 points) U of W: Year 2 (10 points) ICF Accelerator (7 courses = 5 points)	EDAC Conference: 7 points Provincial/Territorial Conference: 5 points One-Day Accredited Training: 5 points Half-day Accredited Training: 3 points EDCO Regional Event - 3 points	Relevant Undergrad: 10 points Relevant Grad Degree: 5 points

* within the 3 most recent years
* Max 20 points from seminars and/or conferences

Ready to Sit the Exam?

Once you are eligible to write the exam using one of the three pathways, you must submit the following application form, have 3 references submit letters of recommendation directly to the EDAC Office via kait@edac.ca and pay your certification fee of $275.78 (2026).

Application form, references and fee must be received **NO LATER THAN 2 WEEKS prior** to your exam date. You will receive a login and password for the exam **1 WEEK PRIOR** to your exam date. This login and password will allow you to open the exam using our online platform. You will also receive a Teams invite for the day of the exam. Your video must remain on for the duration of the exam.

Exam Format

Please expect to spend about 3 - 5 hours on the exam. Format is as follows:

Question Type	Points	Time Allotment
24 x Multiple Choice or True/False	12 points	45 minutes
1 x Contemporary Essay (3 -5 pages)	15 points	70 minutes
8 x Short Answer (1-2 pages)	64 points	160 minutes

Passing Grade: 75%

Exam Schedule

Exams will take place on the following dates in 2026 starting at 10:30am EST:

- April 23rd (All paperwork due by April 9th)
- June 19th (all paperwork due by June 5th)
- October 22nd (all paperwork due by October 8th)

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Ec.D. Application Form

Part I - General Information

Name: _____

Title: _____

Employer: _____

Business Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail: _____

Years with Present Employer: _____

Years of service in Economic Development: _____

Part II - Formal Education

Technical Institute or College — Degree, Diploma or Certificate

_____ From: _____ To: _____ _____

_____ From: _____ To: _____ _____

University

_____ From: _____ To: _____ _____

_____ From: _____ To: _____ _____

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Part III: Accredited Professional Development Courses

Institution	Program	Duration	Diploma or Certificate	Exam Y or N

Part IV - References

Please provide three referees who can attest to your work experience and abilities. Peers and supervisors should be considered in your selection. It is the applicant's responsibility to provide referees with a copy of the attached form.

1. Name: _____ Email: _____

2. Name: _____ Email: _____

3. Name: _____ Email: _____

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Ec.D. Reference Letter

You have been asked to provide a reference to help determine the candidate's eligibility for Certification as an Economic Developer. This designation is awarded with care, and your objective feedback is an important part of the evaluation process.

Please return the letter directly to the EDAC Office at kait@edac.ca.

Candidate's Name: _____

Referee (Name, Title and Address) _____

_____

_____

1. I have known the candidate for _____ years in the following capacity:

2. Please provide brief comments on his/her abilities or exposure to the following areas of work:

   (a) Economic Planning and Analysis (includes database development, statistical analysis, economic strategy planning, etc.)

   (b) Industrial Locations and Land Use (includes industrial park planning, site consideration, urban and regional planning and redevelopment, commercial/retail, etc.)

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(c) Communications and Marketing (includes profile development, marketing strategies, public relations, promotional information development, etc.)

(d) Finance (includes financial >project= management, tax structures, financial analysis, joint venture packaging, etc.)

(e) Government Programs (government assistant programs, legislative input, zoning, etc.)

(f) Administration (includes budget preparation, personnel management, office management, `\ corporate planning, etc.)

(g) Other (any other aspects such as tourism development, convention centre management, small business development, etc.)

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