



**APPLICATION INSTRUCTIONS FOR CERTIFICATION
CERTIFIED CLINICAL SOCIOLOGIST (C.C.S.) OR
CERTIFIED SOCIOLOGICAL PRACTITIONER (C.S.P.)**

Eligibility:

Practicing sociologists (applied, clinical, and engaged public sociologists) with either a Master's or Doctoral degree may apply for C.C.S. or C.S.P. certification by the Association of Applied and Clinical Sociology. Those practitioners with interdisciplinary degrees are also eligible if course work and practice features a strong sociological component. Practice work must be well documented.

You must be a member of the Association for Applied and Clinical Sociology (AACCS) to apply for certification.

Fees: You must be a member of AACCS to apply for certification. Annual Membership fee for U. S. Citizens is \$90 USD; international membership fees are sliding scale. Please refer to Membership form on AACCS website. Certification Application Fee is \$200 USD and is due at the time of application. The Portfolio Demonstration Fee is \$100 USD and is due at least 2 weeks prior to the Portfolio Demonstration. Annual certification renewal is \$30 USD due at the time of your annual AACCS membership renewal.

Application materials:

Curriculum vitae or resume
Portfolio
Three letters of reference
College/university transcripts
Signed Affirmation of Accuracy and Waiver
Application fee

All materials related to this application must be submitted electronically (Office Word or PDF only) to the Chair of the Certification Committee. Exceptions to this policy are any college/university transcripts that cannot be transmitted electronically, and fees.

Curriculum Vitae or Resume:

Your C.V. or resume must contain the following information:

- Name
- Address
- Phone
- Email
- Educational background
- Work History/Description of Sociological Practice

Note: Applicants holding a Ph.D. must document at least 1,500 hours or one year full-time employment working as a sociological practitioner in the last 5 years. Applicants holding a M.A. or M.S. must document at least 3,000 hours or two years full-time employment working as a sociological practitioner in the last 5 years.

When calculating hours, both direct hours and preparation hours for service, work, project-specific research, or practice oriented presentations may be counted. An example might include the time preparing for project-specific research (e.g. project report or intervention strategy for a client; published work that is practice specific), collecting the data, and the time writing up the results of the study.

Given the wide range of work conducted by applied, clinical sociologists, and engaged public sociologists, we encourage anyone with questions related to the number of hours required for certification to contact the committee chair for clarification regarding your specific practice.

Portfolio:

The portfolio is a very important aspect of the application. It is your opportunity to describe your work in this field and demonstrate your sociological practice.

The portfolio **must** include:

- **Description and Explanation of Specialization:** Include level of focus (international, national, intercommunity, community, organizational, large group, small group, family, and individual). If you have more than one specialization, describe and explain your primary area.
- **Description and Explanation of Sociological Practice Work:** Include major content area (community development, conflict intervention, criminology/criminal justice, alcohol/drug counseling, organizational development, applied social research, gerontology, family, health, social policy, etc.)
- **Three Statements of Competency** (Please use separate pages for each and limit each statement to 500 words max)
 1. **Specialization Statement:** Please identify your major area of specialization and outline what combinations of experiences have led to your competency in this area. Clarify what qualifies your work as sociological practice.
 2. **Theoretical/Method Statement:** Please identify your theoretical perspective or primary sociological frame of reference and your method(s). Explain how theory and method enhance your sociological practice. Include a statement on limitations.
 3. **Ethical Statement:** Please explain how your sociological practice addresses and adheres to the AACSB Code of Ethics (refer to AACSB website). Indicate your most important principles, and discuss how they guide your practice.

The portfolio **may also** include:

- Articles/Reports
- Proposals
- Other relevant documents in support of your application

Portfolio Demonstration:

If your application and portfolio are approved you will be given the opportunity to present your portfolio for peer review at an AACSB meeting or another regional or national sociology meeting. For those applicants unable to attend one of the meetings cited above the use of video conferencing technology will be considered on a case-by-case basis. For example, international applicants would be given this consideration. In all cases, the Certification Review Committee will make the final decision. Refer to document titled, Certification Demonstration Instructions, for additional information.

Letters of Reference: Please provide three letters of reference. These letters must come from at least two of the following: supervisors; reviewers of your sociological practice; recipients of your sociological practice services.

College/university transcripts:

Please have transcripts from all schools attended submitted electronically. If one or more of your schools does not have an electronic option for transcripts, please send a hard copy to the Certification Chair (address below).

Submit C.V./resume, portfolio, letters of reference, and transcripts electronically to:

Melodye Lehnerer, Ph.D., C.S.P.
AACSB Certification Chair
Department of Human Behavior
College of Southern Nevada
6375 West Charleston Blvd.
Las Vegas, NV 89145
Phone: 702-651-5705
Email: melodye.lehnerer@csn.edu

Send a check made out to AACSB for your \$200 USD application fee to:

Fonda Martin
Sociology, Anthropology, Criminology
Eastern Michigan University
Home of the AACSB Executive Office
926 E. Forest Ave.
Ypsilanti, MI 48198
[734-845-1206](tel:734-845-1206)



Certification Process Checklist

1. Are your AACCS membership dues current?
2. Have you requested that transcripts from both your graduate and undergraduate institutions be sent to the Chair of the Certification Committee?
3. Have you asked three persons to write a letter of reference?
4. Have you sent your application fee to the AACCS Executive Office?
5. Have you reviewed the Certification Demonstration Instructions?



Affirmation of Accuracy and Waiver

I affirm that the statements in my application for Certified Clinical Sociologist/Certified Sociological Practitioner certification are true and that no information relevant to my practice work has been omitted.

I understand that the information I have provided in this application will be used by the Certification Review Committee to evaluate my application. If information provided here is not true, I understand my application will be denied. I further understand that if certification is granted on the basis of information that is later determined to be false, my certification will be immediately terminated.

Name

Signature

Date