



**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 sociologist) with either a Master's or Doctoral degree may apply for C.C.S. or C.S.P. certification by the Association for Applied and Clinical Sociology. Those practitioners with interdisciplinary degrees are also eligible if course work and practice demonstrates a strong sociological component. Practice work must be well documented.

Fees:

Applicants 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 Certification Demonstration fee is \$100 USD and is due at least two (2) weeks prior to the Certification Demonstration. Annual certification renewal is \$30 USD due at the time of your annual AACCS membership renewal.

Application Materials:

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

Materials to be Submitted:

Curriculum vitae or resume
Portfolio (details below)
Three reference letters
College/university transcripts

Signed Affirmation of Accuracy and Waiver
Application fee

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

Portfolio:

The portfolio is a very important feature of the application. It is your opportunity to describe your work in the field of sociological practice - applied, clinical, or engaged public sociology. The portfolio is a combination of narrative and supportive materials that highlight your unique work as a sociological practitioner.

The portfolio must include:

Hours of work

Applicants holding a Ph.D. must document at least 1,500 hours or one (1) year full time employment working as a sociological practitioner in the last five (5) years. Applicants holding a M.A. or M.S. must document at least 3,000 hours or two (2) years full time employment working as a sociological practitioner in the last five (5) years.

Note: 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.

If you have questions related to the number of hours required for certification you are encouraged to contact the Certification Committee Chair for clarification regarding your specific practice.

Description and Explanation of Specialization:

Include level of focus (international, national, community, organizational, large group, small group, family, and/or individual). If you have more than one specialization, describe and explain your primary area. Limit your description to 400 words.

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.). Limit your description to 400 words.

Three Statements of Competency:

Please use separate pages for each competency statement and limit each statement to 500 words.

- ***Specialization Statement:*** Please identify your major area of specialization and content area (briefly covered above); outline what combinations of experiences have led to your competency in these areas. Clarify what qualifies your work as sociological practice.
- ***Theoretical/Method Statement:*** Please identify your theoretical perspective or your primary sociological frame of reference and your method(s). Explain how theory and method enhance your sociological practice. Include a statement on limitations.
- ***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 work.

Materials in Support of your application:

- Articles/reports
- Proposals
- Other relevant documents

Letters of Reference:

Please provide three (3) letters of reference. These letters must come from at least two of the following: supervisors, reviewers of your sociological practice work, recipients of your sociological practice services.

College/university transcripts:

Please have official transcripts from all educational institutions attended submitted electronically. If an institution does not have an electronic option, please send a paper form of the official transcript to the Certification Chair (address below).

Submit C.V./resume, portfolio, supportive materials, letters of reference, and transcripts electronically to melodye.lehnerer@csn.edu :

Melodye Lehnerer, Ph.D., C.C.S.
AACSB Certification Committee Chair
Department of human Behavior
6375 West Charleston Blvd Sort WC246F
Las Vegas, Nevada 89146 (USA)
Office Phone: 702-651-5705
Email: melodye.lehnerer@csn.edu

Send AACCS Certification Application fee of \$200 USD (check or money order) to:

Fonda Martin
AACCS Executive Officer
Sociology, Anthropology, Criminology
Eastern Michigan University
926 E. Forest Avenue
Ypsilanti, MI 48198
Phone: 734-845-1206
Email: sac_aacs@emich.edu (note underscore (_) between sac and aacs)

Certification Demonstration:

If your certification application and portfolio are approved you will be given the opportunity to present your applied, clinical, or engaged public sociology work for peer review at an AACCS meeting or other regional/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. Refer to document titled, *Certification Demonstration Instructions* (refer to AACCS website), for additional information.



Affirmation of Accuracy and Waiver

I affirm that the statements in my certification application for Certified Clinical Sociologist or Certified Sociological Practitioner are true and that no information relevant to my sociological 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



Certification Application Checklist

- ✓ Have you read What is Certification (refer to AACCS website)?
- ✓ Have you read AACCS Certification Designation (refer to AACCS website)?
- ✓ Have you read Tips to Aid the Application Process (refer to AACCS website)?
- ✓ Have you read the Certification Review Process (refer to AACCS website)?
- ✓ Are your AACCS membership dues current?
- ✓ Have you requested that transcripts from both your graduate and undergraduate institutions be sent to the Certification Committee Chair?
- ✓ Have you asked three people who *know your work well* to write a letter of reference?
- ✓ Have you sent your application fee to the AACCS Executive Officer?
- ✓ Have you reviewed the Certification Demonstration instructions?