



**Application Instructions for Certification
Certified Applied Sociologist (C.A.S.)
or
Certified Clinical Sociologist (C.C.S.)**

Eligibility:

Practicing sociologists (applied, clinical, and engaged public sociologist) with either a Master's or Doctoral degree may apply for C.A.S. or C.C.S. 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 \$100 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 \$50 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 (see below)

Application fee

Reviewed Certification Checklist (see below)

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.

AACS Designation Being Sought:

Please include a brief statement identifying the certification designation you think best fits your sociological practice work – Certified Applied Sociologist or Certified Clinical Sociologist. To aid you in making this decision be sure to read the document placed online titled: *AACS Certification Designation – What best fits my practice experience?*

Three Statements of Competency:

Please use separate pages for each competency statement and limit each statement to 600 words.

- ***Description of Sociological Practice Work Statement:*** Please identify your level of focus (international, national, community, organizational, large group, small group, family, and/or individual) and your major content area (engaged public sociology, community development, conflict intervention, criminology/criminal justice, alcohol/drug counseling, organizational development, applied social research, gerontology, family, health, social policy, etc.). If you have more than one specialization, describe and explain your primary area. You are essentially clarifying what makes your work sociological practice (applied, clinical, or engaged public sociology).
- ***Theoretical/Method Statement:*** Please identify your theoretical perspective or your primary sociological frame of reference and your method(s). Explain how theory and method inform your sociological practice. You may want to describe an in-depth example of your work in which theory and method are used to address the needs of those with whom you are working. Include a statement on limitations.
- ***Ethical Statement:*** Please explain how your sociological practice work addresses and adheres to the AACSB Code of Ethics (refer to [AACSB website](#) external link). Indicate your most important principles, and discuss how they guide your practice work. Include examples.

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: seedatm@ukzn.ac.za

Professor Mariam Seedat-Khan NRF C2
University of KwaZulu Natel
School of Social Sciences
AACCS Certification Chair
CAPACS Commissioner
Email: Seedatm@ukzn.ac.za

AACS Certification Application fee of \$200 USD can be made through the AACCS website: www.aacsnet.net/membership/join-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 Applied Sociologist (CAS) or Certified Clinical Sociologist (CCS) 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 (refer to [AACCS website](#))?