

# Professional Certification Program

## Information Access and Protection of Privacy

**knowledge** access to information consentement policy  
personal information **skill** PIPA accès à l'information AIPRP  
certification training gouvernance **experience** principes  
protection PHIA sécurité PHIPA transparence **vie privée**  
**accréditation** renseignements personnels ATIP health  
records data impact assessment dataflow géolocalisation  
MFIPPA **Connecting People** professional  
due diligence **With Possibilities** awareness  
**éthique** expertise safeguards openness accountability  
santé standards risk législation biométrie FOIPOP framework  
**consent** protection consultation HIA privacy **integrity**  
investigation breaches **liberté** technologie électroniques  
**disclosure** confidentiality LPRPDE procédures documents  
éducation compliance **droit à l'information** PIPEDA



Canadian Association of Professional  
Access and Privacy Administrators

## Meaningful Professional Certification

Demand in Canada for well qualified Access and Privacy Professionals is soaring — as is the demand for meaningful professional certification by Access and Privacy Professionals and by the public sector and private sector organizations that rely on Access and Privacy Professionals.

In today's competitive workplace, being certified is just the edge you need to gain a career advantage. Employers and the public look for Access and Privacy Professionals who have met CAPAPA's rigorous certification standards and hold a CAPAPA designation.

CAPAPA certification is the mark of distinction for Access and Privacy Professionals who have demonstrated a comprehensive grounding in access and privacy that is exceptional in Canada's access and privacy community.

An *AAPP*, *CIAPP* or *CAPP* after your name tells prospective clients and employers that you possess the skills, knowledge, and experience to help guide our profession and your organization.

*Across North America competition for experienced 'knowledge workers' will increase by 2010 with the retirement of 'baby boomers'. The information and privacy community is no different. 77% of present coordinators will be eligible to retire within 10 years.*

*Ontario Information and Privacy Community HR Plan 2003*

## Accreditation

CAPAPA's mandate includes promoting the ongoing professional development, education, and expertise of persons engaged or interested in the field of information access and protection of privacy in Canada.

The objective of CAPAPA's accreditation process is to ensure "CAPAPA Accredited" educational programs adequately prepare students to meet the current and anticipated needs of business and government for qualified access and privacy professionals. The accreditation process is vital to ensure that "CAPAPA Accredited" programs are based on the National Competency Standards and align with CAPAPA certification requirements so graduates of these programs may be qualified to apply for professional certification.

## Associate Access and Privacy Professional (AAPP)

The AAPP credential recognizes individuals with a demonstrated understanding of the fundamental knowledge of processes and terminology as defined in CAPAPA's Common Body of Knowledge (CBK). **The AAPP credential is for those who provide support to a team and are capable of assuming full or partial responsibility for completing access or privacy tasks under the supervision of a more experienced access and privacy professional.** The AAPP credential recognizes an individual's competence in at least one CAPAPA domain (access or privacy).

Eligibility requires at least **1 year of directly-related work experience in the last 3 years and 30 Education Points.** Part-time experience will be pro-rated, e.g. 50% of a year spent on access or privacy tasks will count as 6 months experience.



During the grand-parenting period only, applicants may substitute 100% of the education requirement with work experience.

Applicants must submit 2 references from individuals who have direct knowledge of the applicant's recent work in the access and privacy field in the year and who can attest to the applicant's competent performance of the tasks outlined in the CAPAPA Core Competencies. Applicants must also commit to uphold the CAPAPA Code of Ethics and Professional Conduct. They must also earn 36 Continuing Professional Education points during the certification period to apply for re-certification.

Certification is valid for 3 years from the date the credential is awarded. Re-exam is required to renew the credential.

## Certified Information Access and Privacy Professional (CIAPP)

The CIAPP credential is an intermediate level credential for those who possess **intermediate-level knowledge of access to information and privacy legislation and regulations, jurisprudence, case law and precedents relevant to the resolution of cases (e.g. requests for access to information, complaints), the application of basic exemptions and exclusions, and the ability to convene and conduct investigations into access and privacy issues** (to name only a few responsibilities at this level).

To apply, candidates must have no less than **2 years directly-related work experience in the last 4 years and 100 Education Points**.

During the grand-parenting period only, applicants may substitute 100% of the education requirement with work experience.



Applicants must submit 3 references from individuals who have direct knowledge of the applicant's recent work in the access and privacy field in the year and who can attest to the applicant's competent performance of the tasks outlined in the CAPAPA Core Competencies. Experience can be in a relatively narrow area of specialization within one of the competency domains, however, the CIAPP candidate must be knowledgeable in at least two (2) domains outlined in the Core Competencies. Applicants must also commit to uphold the CAPAPA Code of Ethics and Professional Conduct.

They must also earn 36 Continuing Professional Education points during the certification period to apply for re-certification.

Certification is valid for 3 years from the date the credential is awarded. Re-exam is required to renew the credential.

## Chartered Access and Privacy Professional (CAPP)

This advanced/senior level credential recognizes individuals who possess **expert-level knowledge of access to information and privacy legislation and regulations, jurisprudence, case law and precedents, as well as expert knowledge of case management techniques and the principles and techniques of effective organization and time management.**

CAPP credential holders interpret and apply, at the expert level, increasingly complex provisions of Access to Information and Privacy legislation, including exemptions and regulations, and plan and carry out complex investigations. CAPP credential holders may serve as the focal point for compliance-related activities and responsibilities. They can implement access and privacy policies and procedures, conduct educational and training programs, manage access and privacy staff, lead a project team or administer reviews of organizational privacy and access programs.

The CAPP holder must demonstrate familiarity with legal requirements relating to access and privacy and the business operations, as well as the ability to communicate effectively with and coordinate the efforts of technology and non-technology personnel.

To apply, CAPP candidates must demonstrate no less than **4 years directly-related work experience in the last 6 years and 150 Education Points.** During the grand-parenting period only, applicants may substitute 100% of the education requirement with work experience.

Applicants must submit 3 references from individuals who have direct experience of the applicant's work in the access and privacy field in the 4 years of the applicant's recent experience and can attest to the applicant's competent performance of the tasks outlined in the Core Competencies. Applicants are required to demonstrate they have attained broad and varied experience and mastery of substantive access and privacy principles and procedures. Experience must cover three competency domains.

Applicants must also commit to uphold the CAPAPA Code of Ethics and Professional Conduct. They must also earn 36 Continuing Professional Education points during the certification period to apply for re-certification.

## Master Access and Privacy Professional (MAPP)

This Masters/doctorate level credential recognizes the **industry-leading knowledge and skills of individuals that may occupy senior management positions such as Director of an access and privacy office, Chief Privacy Officer, Commissioner or equivalent.**

To apply, MAPP candidates will require **no less than 6 years directly-related work experience in the last 10 years**, submit recent position description/job responsibilities and have 150 Education Points. During the grand-parenting period only, applicants may substitute 100% of the education requirement with work experience.

Applicants are required to demonstrate they have attained broad and varied experience and mastery of substantive access and privacy principles and procedures, and have led innovative initiatives to create new standards, policies, procedures or technologies that support compliance with access and privacy principles.

Applicants must submit 3 references from individuals who have direct experience of the applicant's work in the access and privacy field and can attest to the applicant's competent performance in the access and privacy field.

Applicants must also commit to uphold the CAPAPA Code of Ethics and Professional Conduct. Certification is valid for 5 years from the date the credential is awarded. Re-exam is not required to renew the credential. To re-new, the MAPP credential holder must provide details about his/her professional accomplishments in the past 5 years.

## Core Competencies

Access and privacy professionals at every level must possess fundamental competencies, thereby ensuring a connectedness and a source of integration among all access and privacy professionals.

In order to progress from one certification level to the next, each candidate will be required to demonstrate a mastery of the knowledge necessary to function at the next higher level for a particular competency; that they possess the skills and abilities necessary to perform the duties of the next higher level; and that they have successfully completed the activities required to function at the next higher level.

The Core Competency Standards for Access and Privacy Professionals serves as the foremost nationally-accepted and independent attainment indicator for individuals in the following contexts:

**Education** - as Learning Outcomes for educational programs and training.

**Certification** - as concepts to be tested in certification examinations.

**Employment** – as the foundation of position descriptions and assessing candidate skills.

**Self-Assessment** – as an authoritative reference for self-assessment.



Access and Privacy Professionals possess unique knowledge and skills as outlined in CAPAPA's Core Competencies. The profession is also multi-disciplinary in the sense that Access and Privacy Professionals require knowledge and practice across related disciplines.

## Common Body of Knowledge

The CAPAPA Certified Access and Privacy Professional must be able to demonstrate a satisfactory understanding across the domains of Access to Information, Privacy, and of Privacy and Access Management.

- Fundamental Principles of Access and Privacy
- Legal Basics
- Foreign laws and their impact
- Access and Privacy Law
- Freedom of Information (FOI) / Access to Information (ATI)
- Privacy Fundamentals
- Public Sector Access and Privacy Key Concepts
- Health Information Privacy Key Concepts
- Organizational Awareness
- Technology and Trends

A separate area of expertise is reflected in the Access and Privacy Law domain, which relates primarily to members of the legal profession whose areas of practice encompass or focus on access and privacy law.

## SPARC of Knowledge

CAPAPA members can refer to the Strategic Privacy and Access Resource Center (SPARC) for supplementary educational and training materials, books, and resources.

SPARC includes Recommended Reading, relevant case studies and legal precedents.

## Applying for Certification

To be considered for CAPAPA certification under the grandfathering provision, an applicant must:

1. Be a CAPAPA member in good standing
2. Submit a completed CAPAPA application for certification under the grandfathering provision
3. Pledge to adhere to the CAPAPA Code of Ethics
4. Agree to comply with the CAPAPA Continuing Education Policy
5. Submit assertions signed by the applicant's current employer or a CAPAPA member in good standing verifying the applicant has the required minimum number of years work-related experience, and can attest to the applicant's competent performance of the tasks outlined in the CAPAPA Core Competencies at the required level
6. Remit the appropriate application fee

The application fee is \$350 for CAPAPA members, or \$450 for non-members. Non-members may join CAPAPA when they submit their application.

Experience Level	Academic Qualifications	Occupational Qualifications	CAPAPA Professional Designation	Educational Level *
Level 1 (Foundation)	Credits for 60 Education Hours	1-2 Years work experience	AAPP ® (Associate)	Certificate
Level 2	Credit for 300 Education Hours	2-3 Years work experience	CIAPP ® (Certified)	Under Graduate
Level 3	Credit for 300 Education Hours	4-5 Years work experience	CAPP ® (Chartered)	Post Graduate
Level 4	Credit for 300 Education Hours	6+ Years work experience	MAPP ® (Master)	Masters Doctorate

\* Future goal (Access and Privacy Degree programs do not currently exist)

Visit [www.capapa.org/certification.html](http://www.capapa.org/certification.html) or [www.capapa.org/forums](http://www.capapa.org/forums) for more information.

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