

# CAP COURSE ACCREDITATION APPLICATION FOR CPTED COURSE DEVELOPERS

All information needed to guide the completion of the accreditation process can be found at the ICA website ([www.cpted.net/CAP](http://www.cpted.net/CAP)). Alternatively, contact the Accreditation Coordinator at the email address listed on the website.

This document consists of eight pages.

## Instructions to Applicants:

- 1 All information on all forms submitted must be typed or printed clearly.
- 2 Applicants to the ICA CAP program must be fully paid members of the ICA. Applicants for Class A accreditation must also be ICCP certified professionals in good standing.
- 3 Application and Agreement must be completed prior to submission of course curricula material.
- 4 The Agreement (starting on page 4 of this document) must be reviewed and signed together with this application form.
- 5 Be sure that your signature appears on page 3 of the Application and page 9 of the Agreement.
- 6 Application fee must be paid to the ICA within 1 week of this application form electronically via the ICA website. Applications, along with any supporting documentation, must be transmitted to the ICA in digital form or mailed to a physical address (to be provided upon request).

Applications must be completed in full prior to submission.

Complete areas below. Please type or clearly print using a blue font/pen.

## **Contact Details (personal or organizational)**

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Prefix (Mr., Mrs., Ms.) \_\_\_\_\_ Suffix (Jr., II, III, etc.) \_\_\_\_\_

ICA Member No. \_\_\_\_\_

Title/Name \_\_\_\_\_

Business/Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ Room No. or P.O. Box \_\_\_\_\_

City State Country ZIP/Postal Code \_\_\_\_\_

Business Phone (include country/city/area codes) \_\_\_\_\_

Fax (include country/city/area codes) \_\_\_\_\_

E-mail \_\_\_\_\_

Home Address \_\_\_\_\_

City State Country Zip/Postal Code \_\_\_\_\_

Home Phone (include country/city/area codes) \_\_\_\_\_

Indicate whether this information reflects a change of address to use in updating your ICA membership record:  Business  Home

**Professional References**

The ICA may request a professional reference of the applicant prior to accepting application. Please provide at least two (2) professional references of someone with knowledge of you and of your CPTED experience or training.

OR

In the case of applications associated with academic institutions or other organizations, a letter of support from the institution's authorized leadership is required.

1) Name \_\_\_\_\_ Title \_\_\_\_\_  
Professional Relationship \_\_\_\_\_  
Company Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
How long have you known the person providing the reference? \_\_\_\_\_

2) Name \_\_\_\_\_ Title \_\_\_\_\_  
Professional Relationship \_\_\_\_\_  
Company Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
How long have you known the person providing the reference? \_\_\_\_\_

3) Name \_\_\_\_\_ Title \_\_\_\_\_  
Professional Relationship \_\_\_\_\_  
Company Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
How long have you known the person providing the reference? \_\_\_\_\_

## **Applicant Declaration**

I certify that all information I have provided in this application, including any attachments, is accurate and complete to the best of my knowledge. I understand that approval of my application may be contingent upon the results of a reference and background review, and I hereby authorize the CAP Review Committee of the International CPTED Association (ICA) and its agents to investigate the truthfulness and accuracy of all information I have provided. I authorize ICA, and its agents, to discuss the results of such a review with all persons involved in the accreditation process. I give consent for all contacted persons to provide information concerning me and/or my application, and I release each such person from liability for providing information to ICA and its agents. I understand that any false or misleading statement, misrepresentation, or concealment or material omission of the information I have provided or failed to provide on my application and attachments may be grounds for rejection of my application.

I also understand that any disputes or conflicts arising from the processing, review or rejection of the application or subsequent review or rejection of submitted supporting materials will be resolved by the Review Committee with appeal to the ICA Board of Directors Executive. I agree, indicated by my signature, that all legal disputes arising from this application, its review or rejection, will be heard in a court in the home city of record of the ICA.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Candidate's Name (Printed): \_\_\_\_\_

## **Fees and Method of Payment**

Total fee must accompany application. You must be an ICA member in good standing to apply for course accreditation.

**Class A: CA\$1000 complete course accreditation fee (payable in Canadian Dollars)**

**Class B: CA\$300 accreditation fee per one competency (payable in Canadian Dollars)**

Complete the payment using our online electronic payment system on the CAP webpage ([www.cpted.net/CAP](http://www.cpted.net/CAP)).

Contact us if you'd prefer to pay by cheque.

Did You Remember...

- ✓ To complete application form and submit payment?
- ✓ To provide professional references?
- ✓ To include your signature and date on the Application?
- ✓ To review and sign the Agreement below?

Submit completed application and supporting materials to the upload link provided on the ICA CAP accreditation page or email them to the email nominated on the CAP webpage.

Updated 19 November 2020



## **AGREEMENT FOR QUALIFYING A COURSE OF STUDY IN THE COURSE ACCREDITATION PROGRAM (CAP) OF THE INTERNATIONAL CPTED ASSOCIATION**

**THIS AGREEMENT IS BETWEEN THE INTERNATIONAL CPTED  
ASSOCIATION AND**

**NAME** (INDIVIDUAL/COMPANY/ORGANIZATION) \_\_\_\_\_

\_\_\_\_\_

**LOCATION** (CITY, COUNTRY) \_\_\_\_\_

**DATE** \_\_\_\_\_

**COURSE NAME** \_\_\_\_\_

\_\_\_\_\_

**APPLYING FOR**      **CLASS A**       **CLASS B**

If you're applying for Class B accreditation, please tick all the competencies you're applying for (your payment fee needs to reflect the number of competencies):

- Competency Unit #01 Define the scope of the task/project
- Competency Unit #02 Work as part of a multidisciplinary team
- Competency Unit #03 Undertake research in the nominated environment
- Competency Unit #04 Read and interpret plans and drawings
- Competency Unit #06 Apply knowledge of regulatory processes
- Competency Unit #07 Analyze and assess local conditions
- Competency Unit #08 Compile written report
- Competency Unit #09 Assess and apply CPTED options

The International CPTED Association (ICA) has established a COURSE ACCREDITATION PROGRAM (CAP), administered in conjunction with the ICA CERTIFIED CPTED PRACTITIONER program (ICCP). The CAP is developed and administered by the ICA, the first and only global professional organization representing CPTED practitioners and experts around the world. As such, CAP is built on the same core competencies as the ICCP.

The program provides for two classes of course accreditation:

- **Class A** in which an entire course can be accredited. This version is a full-course accreditation in which 8 designated core competencies are satisfied within ICCP; and
- **Class B** in which a course is approved to teach a single (or up to 7) core competencies from within the ICCP. This classification can apply to one larger course, or it can comprise a series of linked courses.

This Agreement serves as the contract agreement between the applicant and the ICA (upon Application approval), represented by the CAP Program Coordinator and the CAP Review Committee, for maintaining CAP status during the period of accreditation.

## A) CORE COMPETENCY UNIT REQUIREMENTS

**CLASS A** - There are eight (8) required units of core competencies from the ICCP program needed for approval as an ICA CAP course at the Class A level. They are:

- Competency Unit #01 Define the scope of the task/project
- Competency Unit #02 Work as part of a multidisciplinary team
- Competency Unit #03 Undertake research in the nominated environment
- Competency Unit #04 Read and interpret plans and drawings
- Competency Unit #06 Apply knowledge of regulatory processes
- Competency Unit #07 Analyze and assess local conditions
- Competency Unit #08 Compile written report
- Competency Unit #09 Assess and apply CPTED options

Instructors must advise students that when they successfully complete the Class A course, in order to apply for ICCP-Advanced (“CAP stream” pathway), they will need a) **evidence of their successful completion of this Class A course, including written recommendation from the Lead Instructor**, and b) **evidence that they completed one CPTED project while attending the CAP course (such as a copy of their CPTED report from class)**, and **also evidence that they completed an independent CPTED project following the CAP class**. The independent CPTED project(s) must demonstrate all the competencies of the Class A course. If the ICCP applicant is applying for the ICCP-Advanced standing, then that independent CPTED project(s) must also satisfy the remaining 3 Core Competencies in the ICCP program. The remaining 3 Core Competencies include:

- Competency Unit #05 Read and interpret plans and drawings – *Advanced*
- Competency Unit #10 Apply CPTED principles in a specialist setting
- Competency Unit #11 Prepare a crime prevention/CPTED implementation plan

The students completing Class A course will be exempt from the Record Book requirement when applying for the ICCP, however, students will need to provide a copy of their CPTED project report from the Class A course as well as a copy of a second CPTED project report from their independent CPTED project following the class as described above.

**CLASS B** - A Class B course can include up to 7 Core Competency Units from the 8 mandatory units required for a Class A course. While applying for CAP status, the Lead Instructor or course developer must apply for each Core Competency as an independent unit.

Class B accreditation does not exempt students who wish to pursue ICCP certification via “CAP stream” pathway from the ICCP Record Book requirement, although it will significantly simplify the competency requirement in the ICCP Record Book for each applicant.

Once the required documentation for Class A or Class B accreditation has been received, the CAP Review Committee will assess the material and the extent to which the instructional curricula, lesson plans and supporting teaching methods satisfy the relevant core Competency Units. The applicant will be notified of the status of the review in the form of three categories: *Approved*; *Not Approved*; and *Incomplete*. All submitters receiving a Not Approved or Incomplete are welcome to make necessary changes and then resubmit for consideration within 3 months of being informed of the status of the review.

## **B) LEAD INSTRUCTOR REQUIREMENTS**

1. The CAP Class A course must be directly supervised by a Lead Instructor who is an ICA member with ICCP qualifications;
2. The CAP Class B course must be directly supervised by a Lead Instructor who is an ICA member in good standing;
3. The Lead Instructor must keep on file all student performance evaluations such as project reports, presentation assessments, tests, and other material submitted by students;
4. Course records and curricula should be retained by the Lead Instructor for five years, including student evaluations, at which time the Lead Instructor must re-certify the course to retain the CAP status;
5. Students in an accredited CAP course must receive from the Lead Instructor course materials such as a student manual, PowerPoints, or other course material regarding the CPTED course curricula, especially regarding the relevant ICCP core competencies, so that students can refresh their memory if they later decide to apply for ICCP;
6. The Lead Instructor will describe the ICCP process to students including the requirement that any student wishing to apply for ICCP must complete an independent CPTED project(s) separate from the CAP course. That independent CPTED project(s) will include a project report and the ICCP applicant should indicate that they were a project lead in that project(s).
7. The independent CPTED project(s) must cover the 8 Core Competencies within a CAP Class A course. If the ICCP applicant is seeking ICCP-Advanced standing, the independent CPTED project report(s) will also include evidence about how the remaining 3 Core Competencies were satisfied. The ICCP applicant will first submit their independent CPTED project report(s)

to their **CAP instructor for review and written approval** prior to sending their ICCP application to the ICA.

8. The Lead Instructor must clearly label course material and promotional material with the phrase “ICA ACCREDITED COURSE - CLASS A” or “ICA ACCREDITED COURSE - CLASS B”, and the provided ICA logo, as appropriate for the approved level. The ICA logo will be provided upon successful accreditation;
9. During each course, the Lead Instructor must teach the ICA PowerPoint slides about the ICCP and CAP programs that are provided to each CAP course instructor. Accompanying those PowerPoint slides the instructor will include information regarding:
  - ICCP certification, description of core competencies, and the requirement of ICA membership for ICCP;
  - the requirement that all ICCP applicants who have completed a Class A CAP course must provide to the ICCP evaluators two completed CPTED project reports (one from the course and one after the post-course period) in which they were the Primary CPTED Practitioner, and
  - description of the CAP program and at what level the course is offered.

## C) ROLES AND RESPONSIBILITIES

**C1) Lead Instructor** – Each CPTED course will have a Lead Instructor responsible for the entire program of instruction, including retaining all presentation reports, evaluations, and student tests. This includes organizing and delivering the course curricula, ensuring students receive necessary manuals and resource material, delivering, or supervising, the instructional delivery of the course, and supervising subject matter experts who might teach specific portions of the course.

**C2) Module of Instruction** – A course of study will include educational modules on different topics of instruction. Topics might include CPTED history and principles, lighting and landscaping strategies, CPTED research and crime analysis, advanced CPTED topics such as 2<sup>nd</sup> Generation CPTED, CPTED in schools, CPTED in architecture, CPTED in planning, and others. Each module must contain:

- the specific, and measurable, learning objectives expected of students for each module;
- the teaching and learning methods for each module, for example group work, field exercise, lecture, individual study, online assignments or readings;
- the length of time for each module;
- the background material or course notes supporting that module; and
- the method of evaluation in which instructors will assess student progress.

These materials will be submitted and described via the CAP Matrix for the four categories: (a) Teaching material; (b) Instructional approach; (c) Teaching time allocated; and (d) Evaluation method.

Note that in modern education it is well understood that the term “measurable” within learning objectives requires that the verbs used to describe each objective must be observable by the

instructor, for example “the student will demonstrate”, “the student will describe”, or “the student will apply”. It is impossible to measure, and therefore evaluate, curricula objectives such as, “the student will understand”, since understanding is an internal mental process that is not measurable without an actual observable activity. In modern education it is well understood that the concept of measurability within learning objectives requires that the verbs used to describe each objective must be observable by the instructor. A few examples include: “the student will demonstrate”, “the student will describe”, “the student will apply”. Other verbs that might be used include: identify; summarize; prepare; create; develop; and produce.

Note also that modern education is moving away from teaching individual modules one by one, since learners rarely learn to apply practical knowledge in such a linear fashion. Rather, it is possible to combine multiple modules into a consolidated learning activity, such as a group field project in which teams accomplish many learning objectives at the same time. However, the consolidated learning activity must still contain all the learning objectives within the modules of instruction embedded within that activity.

**C3) Primary CPTED Practitioner** – A position held during a CPTED project in which the CPTED Practitioner is the main coordinator of the CPTED project. This requires that the practitioner is responsible for all the steps in a CPTED project such as:

- scoping the CPTED task and establishing a work plan in a CPTED project;
- conducting the necessary CPTED field analysis and other research to establish CPTED evidence;
- developing CPTED strategies directly from that evidence and describing implementation steps;
- writing a CPTED report summarizing the results; and
- being responsible to the client for CPTED recommendations.

Since many CPTED projects employ multi-disciplinary teams working together, the Primary CPTED Practitioner does not necessarily need to conduct every aspect of each step, but instead might be in charge of monitoring and supervising steps. However, the Primary CPTED Practitioner must be directly responsible for the accuracy and veracity of all elements within the written CPTED report.

**C4) Evaluations** – There are many ways to assess student performance within a CPTED course and these include in-class presentations, project reports, written tests, and assessments of individual assignments. The CAP program does not require any single form of evaluation as that will depend on the method of instruction and the length of time of each module of instruction. However, the Lead Instructor is responsible to assess each student, document the performance of each student, verify to the ICA the accuracy of those evaluation results, and keep records of those evaluations. On request, the Lead Instructor may be required to forward the evaluation results of an ICCP applicant.



## D) DUTIES AND OBLIGATIONS

**D1) INFORMATION PRIVACY.** All material submitted to the ICA CAP coordinator and the Review Committee is considered confidential by ICA and will not be shared beyond the members of the Review Committee.

**D2) PROFESSIONAL STANDARDS.** All instructors of an ICA CAP course must follow the ICA Code of Ethics outlined for members of the ICA. This includes avoiding sexist, racist, or otherwise discriminatory language and behavior. It also includes following the legal standards and laws of the relevant jurisdiction where the course is taught.

**D3) AGE OF CONSENT, ADDRESS, AND CONTACT OBLIGATIONS.** All instructors of an ICA CAP course must be at least 21 years of age, have a permanent mailing address for contact, and must respond within 7 business days when contacted by the ICA regarding CAP issues.

**D4) SCOPE OF ACCREDITATION.** The ICA does not sanction or warrant proficiency of students within a Class A or Class B course beyond entry into the ICA CPTED Certification Program (ICCP). The completion of any ICA CAP course provides only a necessary pre-requisite for exemption of the Record Book status in the ICCP program (Class A course completion), or approval of relevant core competencies (Class B course completion).

**D5) REQUIRED DOCUMENTATION.** Both Class A and Class B Course Developers or Lead Instructors must complete a CAP Matrix checklist for the relevant competencies and describe how their lesson plan and curricula satisfy the various elements of each competency. That Matrix checklist will be made available upon application and approval of entry into the program.

**D6) RIGHT TO REVOKE.** The CAP Program Coordinator of the ICA, on the advice of the Review Committee, reserves the right to inquire regarding any complaints against, or concerns about, any CAP course or any CAP course Instructor and, upon confirming the veracity of those complaints or concerns, may revoke the accreditation status of the course and membership in the CAP program.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of CAP Coordinator \_\_\_\_\_ Date \_\_\_\_\_