



## The National Association of QDDPs

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New Lenox IL 60451  
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### **QDDP Certification Application Guidelines**

#### **Qualifications include the following:**

- Meet the federal definition of QMRP in \_CFR§483.430(a)-(b).
- Have at least two years of qualifying experience. Those who have at least one year of experience working as a Qualified Developmental Disability Professional or who worked in a similar professional position may enroll in the program at any time. It should be noted that a student may be working towards the second year of required professional experience while enrolled in the program. Certification will not be awarded until the experience requirement is met.
- Become a member of NAQ.

**Qualified applicants can obtain an application at [qddp.org](http://qddp.org) and submit it by mail or electronically.**

#### **Part I: Essays**

**Each applicant for the program should understand the importance of written communication for a QDDP. The essay assignments are designed to assess the quality of your writing skills, while at the same time providing some insight into your personal attitudes toward persons with disabilities and your work.**

Essay #1: In 1 to 1½ pages describe why you are hoping to achieve certification as a QDDP. Include, for example, career implications, personal growth, and professional advancement.

Essay #2: In 3 to 5 pages, complete a proposal to address one of the following issues:

- a) Self-determination;
- b) Program participant-based services and supports;
- c) Values-based services;
- d) Facilitation of creative services and supports;
- e) Improving services for people with substantial intellectual disabilities;
- f) Social capital and community change;
- g) Why compassion is not enough;
- h) Knowing what's important.

This essay must include:

- a) A description of the meaning or historical development of the philosophy or concept;
- b) A summary of how you have applied the concept in your personal work.

- c) Your opinion regarding how a service provider should apply the concept in its clinical practices; or an exploration of the strengths and weaknesses of the perspective; and
- d) A summary statement.

General Instructions:

- a) Essays must be typed, double-spaced, and in a 12 point font.
- b) Each essay will be the original work of the author, although sources may be cited as appropriate, with attribution.
- c) An electronic copy, in Word or PDF format, must be supplied on request.
- d) Essays will be evaluated anonymously by at least 2 independent reviewers. Work will be evaluated on content, organization, and spelling/punctuation/grammar.
- e) APA or other commonly accepted style is acceptable.
- f) The author will verify that his or her work is original by signing the statement on the next page and enclosing it with the essay. The author's name will not be given to reviewers.

## **Part II: Letters of Reference**

**You must obtain three professional letters of reference which highlight your work as a QDDP/QMRP and verify that you meet the experience requirement for this program. Contact information for the professionals writing the letters should be contained in the letter or attached to facilitate verification of references. By submitting the letters, you give us your permission to contact your references for further information.**

## **Part III: Submission Instructions**

1. Completed applications, application essays, resume and fees (as specified in application) should be sent to:  
NAQ  
2081 Calistoga Dr, Suite 1S  
New Lenox, IL 60451  
Attention: Holly Janczak
2. Official transcripts from all higher education institutions sent directly to NAQ.
3. Upon receipt of the complete application package, including application, essays, transcripts, resume, and application fee, applicants will be notified that the application is being processed.
4. Essays will be reviewed in the following areas: Organization, Content, and Grammar. A total of 30 points will be awarded by a review approved by the NAQ. 20 of 30 points are required for acceptance into the program.
5. Once the review of materials, reference verification, receipt of transcripts and background checks are complete, the applicant will be notified of acceptance or non-acceptance for the program.