



Canadian Evaluation Society  
Société canadienne d'évaluation

## Program overview

Canadian Evaluation Society - Group Mentoring Program to Support the Credentialed Evaluator (CE) Designation

**Material developed by Susanna Beaudin, CE and Judy Lifshitz, CE and PMP in collaboration with the Credentialling Board 2025.**



# Session #1 – Agenda

- Introduction
- Overview of the year
- Work and education experience
- General things that the CE reviewers are looking for
- Proposed approach for working through your application
- Q&A

# Introduce yourselves

- Name
- Department or agency you work for
- How many years you've been an evaluator

# Overview of the year

Monthly, co-facilitated virtual sessions

- Mix of presentation of information, and chance for members to ask questions, share examples of what they have written, etc.
- No presentations planned for March, May or June – Q&A time only

Any questions:

Send to  
[mentoring@evaluationcanada.ca](mailto:mentoring@evaluationcanada.ca)  
with “CE cohort” somewhere in the subject line

Participants are more than welcome to organize their own working sessions outside of monthly meeting times.

# Education and work experience

1. Verify your postgraduate degrees/diplomas/certificates.
2. When completing the [Evaluation Project Experience Form](#) and its accompanying [Excel form](#), you must :
  - demonstrate at least 36 months of full-time evaluation project experience
  - include up to 10 key projects you wish to reference in your application to demonstrate your competencies

\*An example of an entry in the “Summary of Evaluation-Related Experience Form” will be shared with applicants.\*

# General things that the CE reviewers are looking for

- Responses should be descriptive and include specific examples based on YOUR experience. Examples should be linked to your CV and the Evaluation Project Experience Form.
- Use “I,” never use “we.”
- Use full sentences. Check grammar and spelling.
- Draw on your work, academic, and professional development experiences.
- Acknowledge gaps and ways you are being proactive about getting more experience.
- As you must pass 70% of the competencies in **each** of the five competency domains,\* it is suggested to complete as many competencies as possible.

\* As of September 1, 2024 you **must pass Competency 1.1 and Competency 1.3** to be granted your CE designation.

# Working through your application

1. Using a template, read all the competencies through once
2. Identify which competencies will be easy to provide evidence for
  - For each competency, jot down bullet point of relevant projects or courses
  - Include a note on project aspects you want to highlight
3. Identify which competencies will be more challenging
  - Ask a fellow cohort member
  - Start looking for opportunities to build experience
4. Start writing in Word or Excel
  - Only copy into online application at the very end

# Questions and answers