



December 16, 2009

TO: NCDA CDF Master Trainers, NCDA CDF Instructors, and GCDFs

FROM: Mary Ann Powell, NCDA CDF Project Director

SUBJECT: NCDA CDF Advisory Council

The National Career Development Association is seeking applicants to fill two open positions on the NCDA Career Development Facilitator Advisory Council. Below is the NCDA CDF Advisory Council Application Form and supporting documentation.

NCDA formed this CDF Advisory Council to enhance the development and delivery of the NCDA Career Development Facilitator project to the field. We believe the CDF project is extremely beneficial to those seeking to obtain their GCDF certification and we want to enhance the long-term success of this project.

Applications will be accepted until February 15, 2010. Applications must be postmarked or emailed by February 15 to be considered. All qualified applicants will be selected based on information on their applications. Individuals selected for the Advisory Council will be notified by March 15, 2010. We encourage individuals from diverse backgrounds to apply for these open positions.

The term of office for these two new positions is from August 1, 2010 to July 31, 2013. A Council meeting will be planned for January 2011 at a location to be determined by the Council. An additional meeting will be scheduled during the 2011 NCDA Global Conference in San Antonio, Texas. It is required that Council members attend all meetings. New Council members are also welcome to attend and meet during the 2010 National Career Development Association Global Conference, July 1-3, 2010 in San Francisco, California. The Council will continue to meet throughout the year via periodic conference calls.

We hope you will consider submitting your application to serve on the Advisory Council. This Council has provided excellent direction for the NCDA Career Development Facilitator project over the past nine years. We are looking forward to the continued success this Council is demonstrating and the continued success of the NCDA Career Development Facilitator project. If you have any questions please do not hesitate to contact me at (918) 663-7060 or email mpowell@ncda.org.

National Career Development Association Career Development Facilitator Advisory Council



The National Career Development Association is currently seeking applicants to serve on the NCDA Career Development Facilitator Advisory Council. The Advisory Council was formed to assist NCDA in planning the future direction of the NCDA CDF project. The Council is responsible for initiating new ideas, implementing those ideas and communicating with the specific group each council member represents. Activities of the Advisory Council include travel to a yearly meeting in January and attendance at the annual NCDA Global Conference, periodic conference calls, and communication via electronic mail. Additional activities include special projects such as resource guide development or marketing initiatives and special work groups such as CDFI, Master Trainers, or eLearning. Council members are expected to serve on special projects and special work groups as needed.

The Advisory Council will consist of 6 individuals serving a minimum 3-year term. The following outlines the Advisory Council and its' rotation schedule.

We are currently seeking Council members for the following positions only:

- ✓ Education Representative (3-year term)
- ✓ Business & Industry Representative (3-year term)

- Global Career Development Facilitator *3 year term; August 2008 – July 2011*
- NCDA Career Development Facilitator Instructor *3 year term; August 2009 – July 2012*
- NCDA Career Development Facilitator Master Trainer *3 year term; August 2008 – July 2011*
- ***Representative from Education (may be a GCDF, NCDA CDFI or NCDA CDF Master Trainer) 3 year term; August 2010 – July 2013**
- Representative from Community/Government Agencies (may be a GCDF, NCDA CDFI or NCDA CDF Master Trainer) *3 year term; August 2009 – July 2012*
- ***Representative from Business & Industry (may be a GCDF, NCDA CDFI or NCDA CDF Master Trainer) 3 year term; August 2010 – July 2013**

(please note: we are currently seeking applications for those bolded with an asterisk)

Additional Liaisons

- National Institute of Corrections (NIC) Liaison
- Center for Credentialing and Education (CCE)
- NCDA Board Member Liaison
- NCDA Staff Member

The Advisory Council application forms must be postmarked by February 15, 2010 to be considered. All qualified applicants will be selected based on their applications and will be notified by March 15, 2010. The Advisory Council will meet each January in Tulsa, Oklahoma or at a location to be determined by the council. All Advisory Council members are required to attend this meeting. NCDA will reimburse Council members for all travel related expenses to attend this meeting. The Advisory Council will meet again during each NCDA Global Conference. All travel related expenses for this meeting will be the responsibility of each council member. New council members will assume their duties on August 1, 2010. However, new council members are welcome (and encouraged) to attend the Council meeting during the 2010 NCDA Global Conference in San Francisco, California. The Council Meeting will be held Thursday, July 2.

Additional comments and questions regarding the NCDA CDF Advisory Council can be directed to Mary Ann Powell, NCDA, 305 North Beech Circle, Broken Arrow, OK 74012, ph: (918) 663-7060 or (866) 367-6232, fax: (918) 663-7058 or email: mpowell@ncda.org.

**National Career Development Association
Career Development Facilitator Advisory Council
Application Form**



Please complete this application form by February 15, 2010 and return it to: NCDA, 305 North Beech Circle, Broken Arrow, OK 74012. Questions? (918) 663-7060 or (866) 367-6232, fax (918) 663-7058 or email: mpowell@ncda.org

Name _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Please Check All That Apply:

I am Applying to Serve in One of the Following

Capacities:

- Education Representative
- Business & Industry Representative

Please Check All That Apply:

I am Currently a:

- GCDF
- NCDA CDF Instructor
- NCDA CDF Master Trainer

Representation from a variety of work settings is extremely important for this Advisory Council Role. Please check the appropriate box(es) below.

- Education; please specify _____
- Community/Government Agency; please specify _____
- Business & Industry; please specify _____
- Other; please specify _____

Selection Criteria

In order to be eligible to serve on this Advisory Council you must meet one of the following criteria. **Please provide appropriate documentation for each box checked. In addition to the information below, please include a resume or vita with your application form.**

- GCDFs
 - must be actively using CDF skills in daily work setting (resume)
 - AND must hold a current GCDF Credential from CCE (copy of certificate)
 - AND must be a current member of the National Career Development Association.

- NCDA CDF Instructor
 - must be actively providing training to those seeking the GCDF credential (resume)
 - AND must be a current member of the NCDA CDFI Registry
 - AND must be a current member of the National Career Development Association.

Please answer the following questions. Attach additional pages as needed.

1. The NCDA CDF Advisory Council is currently involved with several projects including the development of NCDA CDF Resource Guides, development and implementation of marketing initiatives as well as innovative ways to enhance the NCDA CDF program. As a potential NCDA CDF Advisory Council member, what are your professional interests and expertise? Please attach a short paragraph describing an accomplishment related to these professional interests.
 - Online and eLearning
 - Technology
 - Ethics/Business Law
 - Instructional Design
 - Development of Curriculum or Training Materials Such as NCDA CDF Resource Guides
 - Marketing of NCDA CDF Projects
 - CDF Professional Standards
 - K-12 Expertise
 - Other, please specify _____

2. One of the identified goals of the Advisory Council is to address the overall marketing of the NCDA CDF project. How would your skills, interests, and ideas help meet this goal? Please limit your response to 1 or 2 paragraphs.

3. Identify three reasons you are interested in serving on the Advisory Council.

Additional Criteria. Check all that apply:

- Must commit attend the NCDA CDF Advisory Council Meeting in Tulsa, Oklahoma (or other location TBD) January 2011. (*Expenses will be reimbursed by NCDA*)
- Must commit to attend the NCDA CDF Advisory Council Meeting held during the 2011 National Career Development Association Global Conference, June 30-July 2, 2011 in San Antonio, Texas.
- Must be willing and able to participate in periodic conference calls.
- Must have access to and effectively communicate using email.
- Must be willing to assume additional responsibilities identified by the Advisory Council.

Selection Process

Qualified applicants will be selected for membership on the Advisory Council based on their application forms. Those selected for open Council positions will be notified by March 15, 2010. Those not selected will be notified via mail during the month of March 2010.