### NCDA TRAINING AND EDUCATION COUNCIL

### August 21, 2019

|  |  |
| --- | --- |
| Chair: Bret Anderson, bret@h2communication.com  | Jim Peacock |
| Chair-elect: open | Malka Edelman |
| Leann Morgan | Mark Danaher |
| Heather Maietta | Melanie Diffey |
| NCDA Board Liaison: Sharon Givens | NCDA Staff: Mary Ann Powell |
|  |  |

**Committee Purpose**

The NCDA Training and Education Council (TEC) is responsible to provide oversight and advisement of NCDA’s three training programs including Facilitating Career Development (FCD), Career Practitioner Supervision (CPS), and School Career Development Advisor (SCDA) and any such future training curricula approved by the Board.

**Committee Activities to Date**

*Effectiveness of Instruction*

* Council’s primary goal is to ensure quality and consistency oftraining and competency of instructors. Created a survey that is to be completed by all FCD completers which will provide feedback on instructors and training. Data will be used to improve training.
* Developing webinars for instructors to share current information. First webinar held April 25 attracted 84 FCD Instructors. Second webinar will be held August 21 and currently 50 FCD Instructors are registered.

*Updating TEC, FCD, and SCDA pages on NCDA website*

* Updates are ongoing and continual for the TEC section of the NCDA website.

*Credentialing*

* Assist Credentialing Commission as requested.
* Stay informed of new School Career Development Associate (SCDA) credential and assist commission as requested in promotion and collaboration.
* Stay informed of details of credentialing process so we can share the information with others.

*Marketing of Curriculum/New Credentialing*

* Networking meetings are scheduled at conference for CCSPs, GCDFs, Instructors and Master Trainers. Information on the curriculum and credential will again be shared. Table will also be set up at conference to share information.

*Master Trainer Training*

* There are currently 4 FCD Instructors completing the Master Trainer Workshop. The workshop started on August 14 and will conclude by the end of September. We anticipate adding 4 new FCD master trainers at the conclusion. The workshop is being conducted remotely by Malka Edelman, Ellen Weaver Paquette and Connie Pritchard.

*New TEC Members*

* Heather Maietta and Leann Morgan will be assuming their positions on the TEC beginning October 1.
	+ Heather Maietta will be assuming the at-large open position left by Kristen Garceau and Leann Morgan will be assuming the remaining year of the position vacated by Alease Copelin who recently resigned from the Council due to expanded work responsibilities.

*Career Practitioner Supervision Training*

* Malka Edelman recently attended the CPS Training held during the 2019 Conference. Malka will be making recommendations to the TEC to expand this yearly training program patterned from the NCDA FCD Training Program. Anticipated roll out date has not yet been identified.

**Projected Plan/Work to be Completed through September 30, 2020**

The Council is continuing transition from the Facilitating Career Development Advisory Council into the Training and Education Council. Work ahead includes alignment of current training with credentialing work, developing instructors, and more.

Upcoming issues/tasks include:

* Developing capacity for SCDA training (instructor qualifications, preparation, etc.)
* Developing capacity for Career Practitioner Supervision training (instructor qualifications, preparation, etc.)
* Creating a universal process, workflow
* Determining logistics and operations details for pricing, website, registry management, continuing education
* Expanding learning beyond conferences
* Developing a Policies and Procedures Manual
* Establishing short-term, long-term goals and timeframes as a first step