

National Career Development Association

Training and Education Council

Policy and Procedures Manual

2020

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Additional Handbooks Available

U.S. Instructor Handbook for Master Trainers

Delivering the Master Trainer Workshop

Purpose of TEC

Council Structure:

The Council will be organized with 8 members familiar with each of the three NCDAs Training Programs:

1. School Career Development Advisor (SCDA) Training Registry Member
2. Career Practitioner Supervision (CPS) Training Registry Member
3. Facilitating Career Development (FCD) Training Master Trainer
4. FCD Instructor
5. FCD Practitioner
6. Three At-Large Registry Members representing various NCDAs membership specialty groups and other areas of interest to the council

Subject Matter Experts may be added to the council as required by new training program initiatives.

If the council determines that additional members are required to operate efficiently, they may approach the Board for approval to add members.

Selection Process for new Council Members:

As positions are open, the TEC will be advertised via the NCDAs website. Applications will be received by the NCDAs Staff liaison to the TEC and will be distributed to a selection group including:

- NCDAs President
- Board Liaison to the TEC
- NCDAs Staff Liaison
- Chair of the TEC
- One additional unbiased NCDAs Board Member selected by the President

They will forward their recommendation to the Board for Approval.

In future years, the TEC members will recommend a Chair and Chair-Elect to lead the Council. Each term is one year. That recommendation will go to the NCDAs Board for approval.

Terms:

Each position will be a 3-year term. Each member may serve up to 2 consecutive 3-year terms (total of 6 years). After that time, a 5-year absence is required before one can reapply for the TEC. The current rotation is:

- SCDA Rep (2021-24)
- FCD Master Trainer (2020-23)
- FCD Practitioner (2020-23)
- FCD Instructor (2020-23)
- CPS Rep (2020-23)
- At-Large (2018-21)

- At-Large (2019-22)
- At-Large (2020-23)

Skills, Experience, and Knowledge Required:

Training Program Reps

- Member of the registry associated with the position; actively teaching the training program with thorough understanding of its competencies, protocols, and audiences
- Must hold the credential associated with the position sought
- Understanding and experience of group work and independently motivated to complete volunteer work as assigned
- Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training)

At-Large Reps

- Must have experience with appropriate work setting
- Must have been a trainer in at least one NCDA Training Program and hold one or more NCDA credential
- Must have familiarity with NCDA Training Programs, competencies, protocols, and audiences
- Understanding and experience of group work and independently motivated to complete volunteer work as assigned
- Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training)

Policy for Planning NCDA-Sponsored Training Programs

When NCDA sponsors training in which Master Trainer (MT) Preceptors are paid or revenue is shared with NCDA, participant applications must be evaluated by a minimum of 3 objective, un-related reviewers in consultation with the selected instructor(s). The 3 reviewers should be selected from the following roles:

- **SCDA Instructor Training:** CSCDA Commissioner; Schools Trustee on the Board, SCDA Rep on the TEC, CSCDA reviewers
- **FCD Master Trainers Workshop:** CCSP Commissioner; FCD Rep on the TEC, TEC Board Liaison, CCSP Reviewers

A similar policy should be adopted as new Training Programs are added to the NCDA TEC list.

Applications for selecting MT Preceptors for NCDA sponsored trainings:

The TEC has developed a process for selecting MT Preceptors for all NCDA sponsored trainings, which includes an application or request for proposals process. The process should include a rubric to use in the evaluation process (attached). The relevant NCDA trainings may include but are not limited to FCD Master Trainer Workshops, Supervision Trainings, and SCDA Instructor Trainings.

For a training to be placed on the annual Planning Calendar, a TEC request must go to the Board and must be approved. These requests should come from the TEC, in their Annual Plan of Work, each September. With approval, the board can plan appropriate revenues, expenses, and adequate staff in the annual budget.

The following information must be included in a board request:

- a. Title of the Training, Suggested date and location
- b. Written RFP announcement/application criteria to be release to the (Registry or Membership) for identifying the experts sought to conduct the training
- c. Timeline of RFP, who reviews the applications, and rubric for selection
- d. Budget (Headquarters can help develop) including training revenue/expenses (i.e. trainer compensation, materials costs, what % is retained by NCDA, price of staff if applicable)

Master Trainer Preceptor Application Rubric

	Unsatisfactory-0	Needs Improvement-1	Proficient-2	Exemplary-3
Level of Instructional Experience (Instructor Training)	Has not taught a course within the past 18 months.	Has not taught a course within the past 12 months.	Has taught a course within the past 12 months.	¹ Has taught a course within the past 6 months.
Post-Course Completion Evaluations	The instructor did not receive overall satisfaction ratings of “strongly agree” or “agree” on at least 50% of their post-course evaluations.	The instructor did not receive overall satisfaction ratings of “strongly agree” or “agree” on at least 60% of their post-course evaluations.	The instructor received overall satisfaction ratings of “strongly agree” or “agree” on at least 70% of their post-course evaluations.	The instructor received overall satisfaction ratings of “strongly agree” or “agree” on at least 80% of their post-course evaluations.
Personal Statement of Interest (500 words max.)	The personal statement was missing or did not align with the mission and values of the TEC. The applicant failed to articulate (in at least 1 area) an interest in promoting the best interests of NCDA and the career development profession.	The personal statement somewhat aligned with the mission and values of the TEC. The applicant articulated (in at least 1 area) an interest in promoting the best interests of NCDA and the career development profession.	The personal statement somewhat aligned with the mission and values of the TEC. The applicant articulated (in at least 2 areas) an interest in promoting the best interests of NCDA and the career development profession.	The personal statement aligned with the mission and values of the TEC. The applicant clearly articulated (in at least 3 areas) an interest in supporting and promoting the best interests of NCDA and the career development profession.

Has the applicant completed the NCDA Master Trainer Course? ____ YES ____ NO

Application Reviewed By: _____ Date: _____

General Guidelines for NCDA Master Trainers

1. The agenda for each FCD Instructor training workshop should be developed by the Master Trainer(s), based on the NCDA model and objectives. While the instructor training can be designed uniquely for each Master Trainer's training style, the critical elements outlined in the FCD Training Instructor Model (included in this MT Handbook), should be included in each session.
2. A minimum of 20 hours of classroom time is required for the NCDA instructor training with 6 or more participants. When less than 6 participants are in attendance, a minimum of 14 hours of classroom time is required. The number of NCDA CEUs should be noted on the final certificate.
3. Master Trainers must train using the newest version of the NCDA FCD curriculum. Master Trainers must stay current with newest NCDA information and requirements by reviewing the NCDA FCD website prior to training.
4. Master Trainers must select instructor training participants based on the qualification standards set by NCDA. To assist each Master Trainer in evaluating participants, a grid outlining these qualifications is available in the MT Handbook.
5. Participants in the instructor training must demonstrate their teaching/training abilities and knowledge of a subject within the FCD curriculum. A 30-minute presentation to be given during the training session is assigned to each participant. These presentations can either be taken directly from the curriculum or can be a presentation/activity developed by the presenter- as long as it meets the objectives of the chapter.
6. Upon completion of each presentation, peer evaluations are completed for each presenter. The Master Trainer is responsible for providing feedback to the presenter on their presentation skills and abilities and will make the final decision to issue an instructor certification.
7. If a participant does not meet the criteria set for certification, the Master Trainer must identify strategies, develop a plan, and provide follow-up with instructors who did not meet the completion requirements during the instructor training. Upon successful completion of the plan, the Master Trainer will then provide the instructor with a certification. If the selection criteria for acceptance in FCD Instructor training is closely followed, this situation will be a rare occurrence.
8. Master Trainers should emphasize the importance of new instructors designing their FCD classes utilizing experiential and other activities rather than using a lecture format with their students. Adult learning styles should be emphasized and discussed by the Master Trainer during the FCD Instructor Training session.

9. Master Trainer(s) must charge the standard fee set by NCDCA to each participant in the training unless they receive a waiver from NCDCA for a contracted group or \$1850 per trainee including Instructor Manual, \$1500 per trainee excluding Instructor Manual. MTs can purchase the Instructor Manual for each trainee or direct trainee's to NCDCA website to purchase the Instructor Manual.
10. Master Trainers must complete the online Instructor Training form with NCDCA within 30 days of completion of the training. Master Trainer shall provide, training location, dates, names of completers and emails.
[provide online form link]
11. Master Trainers must maintain instructor applications on file for at least 3 years so they can be referenced if there is a question about an instructor's qualifications.

International Master Trainers

Licensing Agreements

NCDCA occasionally partners with a business or non-profit entities who seeks to establish a Facilitating Career Development (FCD) Program in a country/region outside of the US. These NCDCA Business Partners are granted rights to adapt and translate the FCD Curriculum through a training licensing agreement. In addition, credentialing options are available. This Licensing Agreement involves a financial commitment from the business partner in order to complete the curricula development, establish a system to launch the program, develop a registry of certified instructors, etc. NCDCA assists throughout the process. The financial commitment includes a one-time licensing fee, ongoing royalties based on training fees/manuals used, and credentialing application fees. These organizations may be from higher education, business and industry, or school districts in regions where NCDCA does not have a presence. For more information on licensing agreements, contact mpowell@ncda.org.

For entities and/or individuals (certified instructors outside of the US) who simply want to adapt the existing FCD Student manual to include pertinent country/region labor marketing information, the prevailing price of the student manual is enforced for use outside of the US. All policies for instruction must be followed.

Copyright laws

NCDCA abides by U.S. Copyright Laws. All rights are reserved by NCDCA, and content (NCDCA FCD Instructor Manual or NCDCA FCD Student Manual) may not be reproduced, downloaded (unless ebook has been purchased), disseminated, published, or transferred in any form or by any means, except with the prior written permission of NCDCA, or as indicated below. Copyright infringement is a violation of federal law subject to criminal and civil penalties.

TEC Solicitation and Application Form

[date]

TO: NCDCA Master Trainers, NCDCA Instructors, NCDCA FCD Completers, and NCDCA Credential Holders

FROM: Mary Ann Powell, NCDCA Special Projects Director

SUBJECT: NCDCA Training and Education Council –

Seeking Applicants for Open Positions

The National Career Development Association is seeking applicants to fill two open positions on the NCDCA Training and Education Council, formerly known as the Facilitating Career Development Advisory Council. Below is the NCDCA Training and Education Council Application Form and supporting documentation.

The new Training and Education Council (formerly known as the NCDCA Advisory Council) is responsible for oversight and advisement of NCDCA's current U.S. based 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 NCDCA Board.

Applications will be accepted until [date] at midnight Eastern Time. The individuals selected for the TEC will be notified by [date]. We encourage individuals from diverse backgrounds to apply for these open positions.

The term of office for these open positions will require board approval and will begin October 1, 20[xx] through September 30, 20[xx]. A meeting is planned for [date] prior to the spring Career Practitioner Institute in [location]. An additional meeting will be scheduled during the 20[xx] NCDCA Global Conference in [location]. The selected individuals will also be invited (but not required) to the TEC Meeting on [date] in [location] prior to the NCDCA Global Conference. It is required that TEC members attend all meetings. The TEC will continue to meet throughout the year via periodic conference calls.

We hope you will consider submitting your application to serve on the NCDCA TEC. The former Advisory Council provided excellent direction for the NCDCA Facilitating Career Development project over the past fifteen years and we know the newly formed TEC will be just as successful. If you have any questions please do not hesitate to contact Mary Ann Powell at (918) 663-7060 or email mpowell@ncda.org.

National Career Development Association

Training and Education Council (TEC)

The National Career Development Association is currently seeking applicants to serve on the Training and Education Council (TEC). The TEC is responsible for initiating new ideas, implementing those ideas and communicating with the specific group each member represents. Activities include travel to a yearly meeting in February and attendance at the annual NCDA Global Conference, periodic conference calls, and communication via e-mail. TEC members are expected to serve on special projects and special work groups as needed.

The TEC consists of 8 individuals serving a minimum 3-year term. The following outlines the Training and Education Council and its rotation schedule.

The Council will be organized with 8 members familiar with the three NCDA Training Programs:

- Facilitating Career Development (FCD) Training Master Trainer
3-year term; October 1, 20xx – September 30, 20xx
- Facilitating Career Development Instructor
3-year term; October 1, 20xx – September 30, 20xx
- Facilitating Career Development Practitioner
3-year term; October 1, 20xx – September 30, 20xx
- School Career Development Advisor (SCDA) Training Representative
3-year term; October 1, 20xx – September 30, 20xx
- Career Practitioner Supervision Training Representative
3-year term; October 1, 20xx – September 30, 20xx
- Three At-Large Registry Members representing various NCDA membership specialty groups and other areas of interest to the TEC.
3-year term; various terms

Terms:

Each position will be a 3-year term. Each member may serve up to 2 consecutive 3-year terms (total of 6 years). After that time, a 5-year absence is required before one can reapply for the TEC.

General Guidelines for Representatives

Training Program Reps

- Must be a trainer or participant in appropriate U.S. based NCDCA Training Program
- Member of the registry associated with the position; actively teaching the training program with thorough understanding of its competencies, protocols, and audiences
- Must hold one or more NCDCA credentials
- Understanding and experience of group work and independently motivated to complete volunteer work as assigned
- Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training)

At-Large Reps

- Must be a trainer or participant in at least one U.S. based NCDCA Training Program
- Must hold one or more NCDCA credentials
- Must have familiarity with U.S. based NCDCA Training Programs, competencies, protocols, and audiences
- Understanding and experience of group work and independently motivated to complete volunteer work as assigned
- Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training)

Additional Liaisons

- NCDCA Board Member Liaison
- NCDCA Staff Member

The Council application forms must be emailed postmarked by [date] (midnight Eastern Time) to be considered. The individual that is selected to serve on the Council will be notified by [date]. Those not accepted will be notified no later than [date].

Additional comments and questions regarding the NCDCA TEC can be directed to Mary Ann Powell, NCDCA, 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
Training and Education Council
Application Form – [year]**

Please complete this application form by [date] (midnight ET) 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 _____

Selection Criteria

In order to be eligible to serve on this 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.

Open Positions

- Facilitating Career Development Practitioner
- Facilitating Career Development Master Trainer

Please Check All That Apply:

- Completer of a U.S. based NCDA Facilitating Career Development Training Program
- Completer of an NCDA School Career Development Advisor Training
- Completer of an NCDA Career Practitioner Supervision Training

AND

- Current member of NCDA
- NCDA Credential holder
 - CCSP
 - CCC
 - CMCS
 - CCCE
 - CCSCC
 - CSCDA

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

The NCDA Training and Education Council will be involved in numerous projects during the year. As a potential NCDA TEC member, what are your professional interests and expertise? Please attach a short paragraph describing an accomplishment related to these professional interests.

- Policies and Procedures Development
- Online Learning
- Instructional Design
- Technology
- Promotion and Marketing of NCDA Training Programs
- Development of Curriculum or Training Materials

One of the identified goals of the TEC is to promote integrity and quality of NCDA training programs. How would your skills, interests, and ideas help meet this goal? Please limit your response to 2 - 3 paragraphs.

The TEC often works with revising and enhancing the curriculum. Describe your experience in instructional design, online learning, learning management platforms, or customized training. Please limit your response to 2 - 3 paragraphs.

Identify your top reason for wanting to serve on the TEC and the skill sets that you bring to assist us in our work.

Additional Criteria. Check all that apply:

- Must commit to attend the NCDA TEC Meeting in [location], [date]. (*Expenses will be reimbursed by NCDA*)
- Must commit to attend the NCDA TEC Meeting held during the annual [year] NCDA Global Conference, [date]. (*Expenses not included to attend this meeting*).
- Must be willing and able to participate in periodic conference calls.
- Must be willing to assume additional responsibilities identified by the TEC.

Selection Process

Qualified applicants will be selected for membership on the TEC based on their application forms. The person selected for the open TEC position will be notified by [date]. Those not selected will be notified no later than [date].



National Career
Development
Association

US NCD A MASTER TRAINER WORKSHOP APPLICATION

Applications: Completed applications are due [date]. Notifications will be made no later than [date]. Registration fee must be paid in full by [date].

Registration Fee: \$2000 USD payable once you receive confirmation of acceptance which includes the new editions of the training manuals into the Master Trainer Program.

Cancellation Policy: Cancellations received in writing prior to [date] will be subject to a \$59 process fee. No refunds will not be issued after this date.

Dates: [date]. Attendees will be expected to complete and submit assignments in advance of the meeting dates.

Location: [location]

NCD A retains the right to cancel this workshop if there is not a minimum of 10 qualified and paid attendees.

Purpose: To select and train a highly selective small group of outstanding US NCD A Facilitating Career Development Instructors to deliver high quality US NCD A Facilitating Career Development Instructor trainings. *This training will require extensive pre-training readings and resource development in conjunction with the latest US NCD A Facilitating Career Development curriculum. Participants will receive daily feedback on their progress in the MT training workshop. If asked to, participants will be prepared to complete additional assignments at the conclusion of the workshop. Selected individuals must attend the entirety of the workshop without fail. Successful completion of this workshop enables one to offer the US NCD A Facilitating Career Development Instructor training.*

Selection Criteria

The application form details the qualifications to apply to become a US National Career Development Association (NCD A) Master Trainer. The selection process will include completion of the application packet. The selection group may also request:

- A video conferencing interview with the candidates.
- A video of the candidate delivering career development training on one of the 12 competencies.
- Additional supportive documentation.

You must answer all questions in the order provided. All sections must be answered. Please submit responses according to application requirements. You must respond completely to each item in the narrative portion in the order above. Applicants must meet all criteria in each category of the application.

Please return this completed application form no later than [date] to:

Mary Ann Powell send to mpowell@ncda.org
National Career Development Association
305 N. Beech Circle
Broken Arrow, OK 74012
Phone: (918) 663-7060 Fax: (918) 663-7058
mpowell@ncda.org
www.ncda.org

Demographic Information

Name:

Employer:

Address:

City:

State:

Zip:

Phone:

E-Mail:

You must be on the NCDA Instructor Registry. This will be verified by NCDA.

Your US NCDA Facilitating Career Development training (if applicable):

Name of Instructor:

Date of Completion:

Your US NCDA Facilitating Career Development Instructor Training (required):

Name:

Date of Completion:

Agreement

If accepted into the US NCDA Master Trainer workshop, I agree to the following:

1. Inform NCDA of all US NCDA Instructor Training sessions that I conduct.
2. Provide NCDA with a contact list of all participants who have completed the NCDA Instructor Training Workshop.
3. Select participants for instructor training who meet established NCDA instructor criteria and provide NCDA with appropriate documentation if requested.
4. Conduct NCDA Instructor workshops that cover the critical content of the NCDA Curriculum and comply with the most recent NCDA Instructor workshop criteria and format.
5. Describe the US NCDA Instructor and Program Registry to participants.
6. Describe the credentialing process at each workshop.
7. Abide by the NCDA Instructor Workshop Registration Fee established for all US NCDA Master Trainers.
8. Must maintain the CSSP credential.

To be listed on the US NCDA MT Registry, MTs must fulfill the following requirements.

Continuing Professional Development Requirements for MTs

This development may be from the following categories, applicants must provide evidence as 1) leadership or service in professional career organizations, 2) publication of career related articles or materials, 3) development of career workshops or curriculum, and innovations in delivery of career services.

Annual Reporting Requirements for MTs

Each MT will submit an annual report to NCDA covering these areas:

- Professional Development
- Training assessment and results
- List of Individuals and location of learners successfully completed NCDA Instructor training
- Upon request, MTs may be asked to submit applications for NCDA Instructor training and copies of evaluation of learners' work
- Names of 2 learners who successfully became US NCDA Instructors in the past year
- NCDA may contact these individuals to complete a brief quality assessment survey
- A copy of marketing materials in reference to NCDA Instructor training
- A description of the delivery of training
- Re-commitment to the MT Agreement

Annual MT Fee

In order to purchase the US NCDA Instructor Materials, an MT must be listed on the US NCDA MT registry. The annual fee is set by NCDA and provides MTs the opportunity to list their instructor classes on the NCDA website, in addition to purchasing the US NCDA Instructor Materials. The fee is currently \$50 each year.

Training Assessment

Each MT will submit a copy of their training evaluation form along with aggregated results for the year. The MT Handbook will have a list of possible questions.

NCDA Ethics and MT Agreement

Each MT should be in compliance with NCDA Ethics and the MT Agreement.

I agree to all conditions listed above if accepted into the US NCDA Master Trainer's Workshop.

Signature: _____ Date: _____

Print Name: _____

Narrative Portion of Application: Description of your Qualifications and Experience

The application should be written in narrative form and have an answer to every item in the order presented below. An individual may include supplemental material; however, incomplete answers in the narrative section may disqualify an applicant.

The applicant should combine all materials into **five (5)*** clearly organized and labeled PDF documents. **The narrative responses should be well written, clearly and completely address the specific application criteria in the body of the narration, and be presented in the order as specified in the application. Applicants must meet all criteria in each category of the application.**

Five (5) PDF document details: Create no more than one (1) PDF file for each section below. Please include your name at the top of each document created. Name each PDF file as [Section one your name]; [Section two your name]; and so on. Your cooperation in providing no more than five PDF files is important to the reviewers. Thank you for your cooperation.

Section I

Training and Instructor Experience Qualifications - All must be responded to in narrative form.

- a. Provide information to support 7-10 years of experience in training adults in career development. You may also be asked to provide proof of excellent evaluations or a letter of recommendation attesting to the quality of your work from an administrator or other professional reference.
- b. Provide information to support proof of instruction of a minimum of five (5) hybrid or online US NCDA Facilitating Career Development entire courses (not workshops or non US NCDA FCD entire courses) with a minimum of 5 participants in each course.
- c. Document your experience by including a course outline and syllabus for teaching the entire US NCDA Facilitating Career Development course with the US NCDA Facilitating Career Development curriculum. You must include a course outline and syllabus for each of the 5 hybrid courses.
Throughout this application, reference to the US NCDA Facilitating Career Development course refers to teaching the entire US NCDA Facilitating Career Development curriculum not just sections of it or similar competencies in a different course.
- d. Provide one sample of an additional and original material that you use in your US NCDA FCD training.
- e. Provide summary of evaluations from Facilitating Career Development trainings.
- f. Provide information on at least one presentation on a career topic at a state or national conference in the last 5 years or the publication of an article on a career topic in a professional publication in the last 5 years.

Section II

Education/Career Development Experience Qualifications - All must be responded to in narrative form.

- a. Master's or doctorate in a related area
 1. Relevant academic areas: Counseling (school counseling, clinical, VR), career, education (student personnel services, instructional design, curriculum development), Human Resources, Organizational and Workplace learning, Workforce education and development, Related Human Services areas (Social Work)
- b. In lieu of minimal educational level, document a minimum of 7 years of experience in instruction of US NCDA Facilitating Career Development course in its entirety. Each course must have a minimum of 5 participants. You must have taught a minimum 15 courses across this time period with multiple

populations (business, higher education, K-12, private practice, workforce). This item refers to teaching the entire US NCDA Facilitating Career Development curriculum in a course. It does not refer to teaching just sections of it or similar competencies in a different course.

- c. Must provide evidence of recent continuing education in career topics in the past 2 years in one or more of the competencies. Document the continuing education in relation to the competencies.
- d. Must hold NCDA's CCSP credential.
- e. Must be a US NCDA FCD trained Instructor and a member of the US NCDA FCD Instructor Registry. Instructor Registry and NCDA membership must be for the 5 years and current. Applicant must meet all US NCDA FCD eLearning instructor criteria.

Section III

Career Knowledge - All must be responded to in narrative form.

- a. All 12 competencies must be covered in the delivery of the US NCDA FCD curriculum. How do you apply each of the competencies in your US NCDA FCD instruction?
- b. Document your experience in the delivery of career services or career training across different sectors (business, education, workforce, private practice) as a practitioner. Tell us about your work with each of these sectors: business, K-12 and higher education, workforce, and private practice.

Section IV

Technology Expertise

- a. Provide access to your e-learning platform and an US NCDA FCD course.
- b. In 3-5 paragraphs, describe how you design your US NCDA FCD courses for effective hybrid delivery (online + contact time). Contact time is remote or onsite face to face.
- c. Describe how you conduct remote contact sessions.

Section V

Commitment

- a. In several paragraphs, provide a plan of how you will use this training to train future US NCDA Facilitating Career Development Instructors.

Additional Information

- a. Include in this packet a copy of your resume or CV.
- b. List any other documents you are also including. **Please submit a limit of five (5) PDF files in accordance with instructions provided above and respond completely to each item in the narrative portions in the order as indicated above.**

**FACILITATING CAREER DEVELOPMENT INSTRUCTOR
TRAINING APPLICATION**

SELECTION PROCESS and APPLICATION

Based on an individual’s background and credentials, the Master Trainer may want to request additional documents such as evaluations of training, videos of training/presentations, or copies of curriculum and materials developed for online training.

Selection for training is on a first-come basis and based upon the criteria outlined in each of the following sections:

Section One: Contact Information

Name		
Institution/Agency		
Street Address		
City, State, Zip Code		
Phone	Home:	Cell:
Fax (if available)		
Email		
Company/Personal Website		
LinkedIn Page		

Section Two: Professional Work and Education Information including Career Development Experiences

Must fulfill **ONE** of the following **THREE** categories.

Master’s or Doctoral degree in counseling with

- Coursework in career development, vocational assessment **AND**
- Practicum/internship with major career emphasis **AND**
- Minimum of three years of delivery of career development services (working with individuals or groups to assist them with career planning and seeking employment)

Master’s degree in a field such as Human Resources Development, Psychology or Education with

- 5 years of experience in career development or delivery of career development services
- Recent continuing education related to career development
- Presentations and/or published books/training materials related to career development

Bachelor’s degree in a field such as Human Resources Development, Psychology or Education with

- 5 years of experience in career development or delivery of career development services
- Recent continuing education related to career development
- Presentations and/or published books/training materials related to career development

Without the above stated combination of education and experience, the Facilitating Career Development Instructor candidate must have extensive career development background, training, knowledge, expertise, and experience.

A. Professional Work Experiences

Company	Job Title	Years in Job	Job Responsibilities

Additional Career Development Experiences:

B. Education Information

Degree	Institution	Major	Related Career Development Courses	Month and Year of Degree Completion

Additional Career Development Experiences (include training/certifications received):

Section Three: Career Development Teaching and Training Experiences You Have Conducted

(Attach agendas, program outline, syllabus and evaluations, if available)

Must fulfill **ONE** of the following **THREE** categories:

- Has taught career-related counselor education courses at the college or university level **OR**
- Has taught career development courses at the college or university level **OR**
- Has conducted broad, in-depth, career development staff training within a corporate, school, or government setting
- **AND** has a minimum of 3 years of experience teaching/training adults

Date	Population	Topic	Modality (face-to-face, webinar, online, etc.)

Describe your experience in providing training to adults (post high school individuals):

Section Four: eLearning and Technology Skills

All Facilitating Career Development Instructors will receive training in the delivery of the curriculum via eLearning. It is critical that as an Instructor you have the basic skills listed below.

Must fulfill minimal abilities/experience in the following areas:

- **Required Technical Skills**
- **Experience with** course delivery platforms and/or elements
- Experience in online training

Recommended Computer Equipment

Place a check next to each piece of equipment that you own (or have regular access to)...

- Stable, secure and fast Internet access
- Own email account
- Adobe Acrobat Reader
- A secure, protected firewall and a secure backup system
- Audio capability
- Windows Media or Real Player
- Printer
- Word processing program (MS Word recommended)
- MS Windows XP or higher
- Sufficient memory (256MB Ram or more)

Required Technical Skills

Check each skill that you have...

- Logically and effectively navigate the Internet
- Guiding others in the use of technology. Troubleshooting their issues.
- Demonstrate confidence in technology troubleshooting abilities or have access to technology support
- Understand terms such as mouse, drag, open, select, file, choose, double click, download, upload, send, etc.
- Send, open, reply to, forward an e-mail message and attach documents or images to an email
- Use of cloud-based programs

What is your experience with the following types of course delivery platforms and/or elements?

	No experience with this	Very little experience with this	Some experience with this	A lot of experience with this
Taking an online class				
Teaching an online class				
Blackboard				
Moodle				
Other Course Management Systems (CMS) – please list				
Personal webpage				
Creating a blog				
Creating an online survey				
Creating a discussion board				
Creating a podcast				
Creating a chat room				
Importing audio and video into PowerPoint				
Use of cloud-based programs				
Creating a webinar				
Use of Prezi				
Use of screencast software				
Other				

How would you rate your technical abilities?

- I'm able to do what I need to do with technology
- Others often come to me for help with technology
- High ability, plus I seek out new technologies on a regular basis

Describe your experience in online training. Indicate whether you were a learner or instructor for this online training.

Which of the following describe your plans to deliver the NCDA Facilitating Career Development curriculum electronically?

- Deliver the course minimally online
- Deliver the course as a hybrid (some online, some face-to-face)
- Deliver the course as eLearning (with 24 hours minimum of face-to-face)
- Deliver the course via a course management system such as Blackboard, Moodle or something similar
- Deliver the course through a personal website
- Deliver the course primarily through e-mails
- I'm not sure at this point
- I plan on teaching only face-to-face

Section Five: Professional Career Development Contributions

(Credentials/Licenses, Memberships, Conference Presentations, Publications, Training Materials Developed, Continuing Education)

Credentials and Licenses/ Memberships

- Has licenses/certifications related to counseling, career counseling and career development
- Has memberships and/or leadership experiences in professional associations involved in counseling, career development, and/or training
- May hold a Certified Career Services Provider or Global Career Development Facilitator credential

Professional Contributions

- Has done presentations at conferences/conventions and written publications related to career development or education/training
- Has developed materials (client, program, training materials)
- Has participated in recent continuing education in the career development field

Are you a Certified Career Services Provider? Yes No

If Yes, when did you receive your CCSP? _____

Who was your FCD Instructor? _____

Credentials and Licenses

Credentials and Licenses	Date Received	Professional Use

Memberships

Organization	Dates	Involvement

Conference Presentations (include evaluations, if available)

Conference	Date	Topic

Publications (include three, as attachments)

Publications	Title	Date

Training Materials Developed (include three, as attachments)

Training Material	Topic	Targeted Audience	Purpose/Use

Recent Continuing Education in the Career Development Field (Last Five Years)

Date	Location	Content	CEUs

Section Six: Statement of why you would like to receive this certification and how you plan to deliver the Facilitating Career Development training program.

This statement needs to be a minimum of 300 words and be very specific and descriptive of your plans to carry out Facilitating Career Development training. Please include the following information in answering this question:

- why you would like to instruct the curriculum
- methods of delivery (hybrid, face-to-face, eLearning)
- proposed dates
- location (city, state) – or general geographic area
- target audience

**SCHOOL CAREER DEVELOPMENT ADVISOR (SCDA)
INSTRUCTOR TRAINING APPLICATION**

National Career Development Association

www.ncda.org, phone: (918) 663-7060, fax: (918) 663-7058

SELECTION PROCESS and APPLICATION

Based on an individual’s background and credentials, the Master Trainer may want to request additional documents such as evaluations of training, videos of training/presentations, or copies of curriculum and materials developed for online training.

Selection for training is on a first-come basis and based upon the criteria outlined in each of the following sections:

Section One: Contact Information

Name	
School/Institution/Company	
Street Address	
City, State, Zip Code	
Phone	Home: _____ Cell: _____
Fax (if available)	
Email	
Company/Personal Website	
LinkedIn Page	

Section Two: Facilitating Career Development (FCD) Experience

You must be a member of the NCDA Instructor Registry and 3 years of career development work experience in the K-12 setting.

Master Trainer’s name	
Year of Instructor Training	
How Many Courses Have You Taught Approximately?	
Typical Audience Served in Your Course?	
When Did You Hold Your Last FCD Course?	

On Average, How Many Students Are in Your Courses at a Time?	
How Is Your Course Delivered?	
How Do You Conduct the Face-to-Face Meetings for the FCD?	Circle: In Person Online using Zoom/Skype Other:
Are You Comfortable with Teaching Online?	Circle: Yes or No
Do You Hold a CCSP Credential?	Circle: Yes or No

Section Three: K-12 Student Experience

You must have a minimum of 3 years of experience working with, training, consulting, or teaching youth in the K -12 age range. This is done either within the context of your job connecting youth to the outside business community or in a separate job connecting youth and businesses.

Examples of these types of K-12 experiences include training, consulting, teaching in a K-12 setting, Career and Technical Education (CTE), or as a school counselor. This includes people who work with youth outside of the K-12 system including but not limited to programs such as WIA/WIOA, Adult Education, Outward Bound, Parks and Recreation, Junior Achievement and other programs serving youth in a K-12 age range. Please duplicate this page if you need to list out more experiences.

A. Professional Youth Work Experiences

School/Institution/Company	Job Title	Years in Job	Type of Youth Served
Job Responsibilities – Please Describe Your Work with Youth			

School/Institution/Company	Job Title	Years in Job	Type of Youth Served
Job Responsibilities – Please Describe Your Work with Youth			

Additional Youth Career Development Experiences:

Section Four: Business Development/Connection Experience

You must have a minimum of 3 years of experience connecting business with youth-related programs and students. This is done either within the context of your job connecting youth to the outside business community or in a separate job connecting youth and businesses.

Examples of these types of experiences could be setting up and running an advisory board and job shadowing to summer youth employment or other types of experiences. This is done within your job of connecting students to jobs, job shadowing, apprenticeships, internships, industry tours, career speakers, rotaries, chamber of commerce or other type of activities, employers, agencies or events to connect the student to the work world. It is very important for an SCDA Instructor to share and pull from their experiences as we help others begin this work of connecting Schools/Institutions/Companies with Businesses in their local community to help students be successful. Please duplicate this page if you need to list out more experiences.

A. Youth Business Related Work Experiences

School/Institution/Company	Program	Date	Type of Youth Served

Objective and Outcome of these Program – Please Describe Your Work in Connecting Businesses and Youth

School/Institution/Company	Program	Date	Type of Youth Served

Objective and Outcome of these Program – Please Describe Your Work in Connecting Businesses and Youth

Additional Business Development Experiences:

Section Five: Professional Career/Business Development Contributions

(Memberships, Conference/Workshop Presentations, Publications, Training Materials Developed, Continuing Education)

Professional Contributions

- Has done presentations/workshops at conferences or within organization and written articles, blogs or publications related to school career and business development or training
- Has developed materials (client, program, training materials)
- Has participated in recent continuing education in the career development field

Memberships

Organization	Dates	Involvement

Conference/Workshop Presentations (include evaluations, if available)

Conference/Workshop	Date	Topic

Articles/ Blogs/ Publications (include three, as attachments or links, if available)

Articles/ Blogs/ Publications	Title	Date

Training Materials Developed (include three, as attachments – required)

Training Material	Topic	Targeted Audience	Purpose/Use

Recent Continuing Education in the Career or Business Development Field (Last Five Years)

Date	Location	Content	CEUs

Section Six: Statement of why you would like to receive this training and how you see yourself contributing to this program and carry out the delivery of the School Career Development Advisor (SCDA) Facilitator training program.

This statement needs to be a minimum of 300 words and be very specific on how you see yourself contributing to the School Career Development Advisor (SCDA) training. Please include the following information in answering this question:

- Why you would like to instruct the curriculum?
- What experiences you bring to the training that will add value in teaching the curriculum?
- Who you see benefiting from this training?

Applications will be accepted until Monday, September 16, 2019, 12:00 midnight, Central Time.
 Applications should be completed and returned to Mary Ann Powell at mpowell@ncda.org.
 Questions or comments may be directed to Mary Ann Powell at mpowell@ncda.org,
 phone: (918) 663-7060, fax: (918) 663-7058.



National Career
Development
Association

Training in Clinical Supervision for Career Counselors and Other Practitioners

NCDA is offering a 45-hour Training in Clinical Supervision for Career Counselors and Other Practitioners. This training is for those individuals interested in clinical supervision of career development practitioners. Participants must commit to attending three full days of face-to-face training (23 hours) plus complete 22 additional hours of practicum work submitting assignments and video-recording via emails or other electronic methods. The training will be hosted as a pre-conference activity before the 2019 NCDA Global Career Development Conference.

Training Schedule:

[date] 9:00 am - 5:00 pm (7 hours)
[date] 8:00 am – 5:00 pm (8 hours)
[date] 8:00 am – 5:00 pm (8 hours)

Location: [location]

Trainers: [names]

CEUs, Certificate and Credentialing:

Each participant who successfully completes the training will receive 45 contact hours of continuing education credits and an NCDA completion certificate. The NCDA program will satisfy the maximum current training portion for eligibility for State and other credentialing bodies in clinical supervision. In addition, participants will be eligible to apply for the [NCDA Certified Clinical Supervisor of Career Counseling \(CCSCC\)](#).

Participants will have opportunities to practice strategies with feedback, work with case studies and learn how to transition from the role of a practitioner or administrator to the role of clinical supervisor.

Topics will include:

- Introduction to Clinical Supervision
- Models and Theories of Clinical Supervision
- Multicultural Aspects of Supervision
- Group Supervision and Supervisor Roles
- Preparation for the Initial Supervisory Meeting
- Mental Health Issues and Scope of Practice
- Guidelines for Effective Supervision of Career Practitioners

- Planning for On-Going Supervision
- The Supervisory Working Alliance
- Process Variables and Relationship Dynamics
- Performance Skills and Self-Awareness
- Ethical and Legal Issues in Supervision
- Evaluation of the Supervisee and Supervisor

Cost: \$995 for NCDA members; \$1095 for non-members. All participants will receive the Career Practitioner Supervision Training Curriculum, and the “Clinical Supervision of Career Development Practitioners: Practical Strategies” Monograph. (Non-members will receive one year of NCDA membership.)

Selection of Participants: A maximum of 20 participants will be accepted into this training. The selection will be based on qualifications of the applicants. The review process will begin [date] and will continue until the class is filled.

About the Trainers:

[add info]

Application:

Please use the following format to prepare your application and return it as an attachment electronically with your last name and “Clinical Supervision” in the title. Do not write or type on this page. Applications must be received by email transmission to dpenn@ncda.org for consideration. Although additional pertinent materials may be attached, key information listed below must be summarized on the application. See list of criteria for acceptance. Please note: applications will be reviewed and not all requirements must be fulfilled for acceptance.

Identifying information

Name, employer, address, phone, email. NCDA membership number (if member)

1. Education

- List all education beyond high school, including degrees earned, institutions attended and field(s) of study
- List your three most recent continuing education experiences. Include the dates, titles or descriptions and the number of clock hours.

2. Employment History

- List your current job title
- List total years of career development experience. Minimum of 3-5 years required depending on education

List past employment and how it included the practice of career development, and/or training, and/or supervision of career services providers

Briefly describe which of the following you have done and include the frequency of your participation (not all are required).

- Conducted individual/group sessions related to career development, employability
- Conducted staff training or continuing education workshops
- Conducted courses/workshops in career planning
- Developed or delivered adult instruction or training
- Developed career development resources
- Provided clinical or administrative supervision
- Delivered presentations and/or published books or training materials related to career development
- Any other pertinent experience

3. Credentials/Memberships

- List all licenses and certifications related to counseling, psychotherapy, career counseling, career development and social work. Examples are Licensed Professional Counselor, Nationally Certified Counselor or Career Counselor, Licensed or Certified Social Worker, Career Development Facilitator/Instructor/Master Trainer, Vocational Rehabilitation Counselor (CRC)
- List all memberships in professional associations involved in counseling, counseling psychology, social work, career development, vocational psychology, workforce development, administration and/or training.

4. Technical and Videotaping Capability

Please include a statement of your capabilities in the following:

- A portion of the training will be done via on-line methods. At minimum participants must have keyboard skills, access to the Internet, ability to video-record and familiarity with sending email, email attachments and video.
- After the face to face training, participants are required to submit at least two 20-30 minute video-recordings demonstrating clinical supervisory skills. They will also be required to provide a written review explaining the session and their performance and approach.
- Bringing a laptop or tablet to the training is desired

5. Commitment

Describe how you intend to use the knowledge and skills gained from the successful completion of the Clinical Supervisor Training to provide clinical supervision to career development and other practitioners.

Return your application electronically as an attachment to [email]. The review time will start [date] and will continue until the class is filled.