



The National Career Development Association (NCDA) inspires and empowers the achievement of career and life goals by providing professional development, resources, standards, scientific research, and advocacy. NCDA is a founding division of the American Counseling Association (ACA).

To learn more please visit us at [www.ncda.org](http://www.ncda.org)



**What is a Career Development Facilitator™ (CDF™)?**  
The NCDA CDF™ training program provides standards, training specifications, and credentials for those who provide career services in a variety of settings:

- K-12 education
- Higher education
- Workforce development and government
- Business and industry

**What will you learn in the NCDA CDF™ training?**

- Career development skills and services
- Career resources and labor market information
- Helping and facilitation skills
- Use of career assessments
- Multicultural and specific population needs
- Case management and referral skills
- Cutting-edge job search techniques
- Training and working with groups

**What's in it for Me??**

- National portable training
- Marketable skill development and enhancement
- Professional recognition
- Eligibility for Global Career Development Facilitator Certification™

**How do I get the NCDA CDF™ training?**

- NCDA CDF™ training is provided by instructors who have an extensive background in career development and have taught in a variety of settings. Visit [www.ncdacdf.org](http://www.ncdacdf.org) for a complete list of approved instructors and course listings.



**START YOUR TRAINING TODAY!**

*Career providers may be:*

- career group facilitators
- job search trainers
- career resource center staff
- career coaches
- career development case managers
- intake interviewers
- occupational and labor market information resource staff
- human resource staff
- employment/placement specialists
- workforce development staff
- case management/career specialists

# SUCCESS STORIES

## Alex Harrington

Strategic Planner for the Commissioner's Office of Policy and Planning, U.S. Customs and Border Protection, Department of Homeland Security, Washington, DC



Having completed the CDF program in 2011, I have used the knowledge and skills gained to work through agencies that work with returning veterans on military bases and the McClean Bible Church. Every Tuesday evening, 100 people are served through seminars and workshops ranging from job searches to resume writing, to career facilitation and coaching. In addition, working with volunteers, I have used the information gained through the CDF training program to pioneer and develop Federal Career Connection, a community job service program that provides job seekers with employment information to enhance their search, while helping the federal government recruit individuals who possess high standards of integrity, conduct, and concern for the public interest. The program was recognized by the former Department of Labor Secretary, Hilda L. Solis.

## Kristina Ierardi, GCDF

Coordinator, Career Services and Experiential Learning  
Cape Cod Community College



The CDF course allowed me to refresh basic concepts that I had learned as an undergraduate and graduate student, and add to my knowledge base with current ideas and trends ... information on new technologies ... ideas for practical implementation ... better understanding of various theorists ... great teaching tools to utilize in a college classroom ... details about the validity and shortcomings of various assessment tools to guide utilization... new ideas for group ice breakers and team projects. I continue to utilize the network of professionals I met through this course, to share ideas and ask questions. For a small office, this is an essential and cherished resource.

## Maria A. Sears

ES Coordinator-Michigan Works  
Downriver Community Conference



I received my Career Development Facilitator training while working as a Career Specialist in perhaps the toughest economic conditions facing both our nation and our community here in the Detroit area. The challenge is to facilitate an atmosphere where our workforce can make the necessary career changes that will produce a new workforce that is engaged and inspired to do the work. These ideas have played a significant role in shaping the kind of services delivered through my center. As a CDF, I now feel empowered to develop and implement programs that directly impact "Our Workforce" as they navigate this new world of work. I am grateful for NCDA and the opportunities that have come from completion of the Career Development Facilitator Training.

## Amy Beckrich

HR Coordinator, Genesis I 0



The NCDA CDF Training has helped immensely in my current position as a Human Resources Coordinator in the Staffing Industry. Each day I help Recruiters and Sales Executives fill client requisitions, review and modify resumes, help consultants with logistics of their engagements, and ensure compliancy with state, federal, and client regulations. The majority of the consultants that I deal with are from diverse and multicultural populations and my CDF Training has reinforced the importance of learning about other cultures.

## Julie L. Carr, GCDF

St. Petersburg College - St. Petersburg, Florida



Higher education budget cuts during times of increased enrollments have resulted in unmanageable ratios for many academic institutions serving clients with career service needs. NCDA's Career Development Facilitator (CDF) training is a cost-effective, realistic solution. Qualified trainers share the latest career theories, assessments, technology, job search skills, and labor market knowledge in various formats designed to meet the needs of the students. Our team's varied educational backgrounds and experience levels were a non-issue; the CDF training brought cohesion to our team during a stressful time of transition at the college.

## Peter Anthony

EDSI/JET Program Instructor - Dearborn, Michigan



Completing the Career Development Facilitator training in 2012, I improved my techniques for assisting customers through their transition and to have better "critical" conversations with them to find the best track for employment. Understanding how to use assessments was a particular component I received from the training to better direct and plan with my customers. I incorporate the card sorts and RIASEC into my workshops so that clients can gain personal insight for success in their next job/occupation. The knowledge and skills learned through the facilitation has helped tremendously in my role through Michigan Works!

