

FACILITATING CAREER DEVELOPMENT

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INTRODUCTION

MYSTERY PARTNERS



CORE EXPECTATIONS

THE BASIS TO BUILD UPON



CORE EXPECTATIONS FOR A CSP

- May work in a variety of settings (high school...college...community)
- To help individuals learn about themselves, explore jobs, make career choices and carry out career plans
- To facilitate—make easier—the career planning and development process of others
- Be an expert at guiding the client in identifying their needs, in career development concepts, strategies and practices
 - ✓ Assess occupational and personal strengths and opportunities for improvements
 - ✓ Guide development of a career plan for each client
 - ✓ Guide access to LMI (labor market information) data and application in making career decisions
 - ✓ Build relationships with resource providers that reduce barriers for clients
 - ✓ Assist with employability skills
 - ✓ Provide individual and group instruction related to job seeking and career planning
 - ✓ ??? Other

CORE EXPECTATIONS FOR A CSP

- Maintain accurate and complete records
 - Follow ethical guidelines and legal requirements
 - Coordinate and collaborate with others that can assist the client to achieve best possible outcomes
 - Seek consultation from supervisor or other expert as needed to accurately and ethically perform the CSP job
 - ??? Other
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- No diagnosis or treatment of psychological conditions
 - No therapy or in-depth counseling on personal issues
 - No use of or interpretation of formal assessments without proper training and certification

CORE COMPETENCIES

ESSENTIAL SKILLS TO BE MASTERED



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1. Helping Skills
 2. Labor Market Information and Resources
 3. Assessment
 4. Diverse Populations
 5. Ethical and Legal Issues
 6. Career Development Models
 7. Employability Skills
 8. Training clients and Peers
 9. Program Management & Implementation
 10. Promotion and Public Relations
 11. Technology
 12. Consultation

CORE COMPETENCIES



CREDENTIALING

CSP | CCSP | GCDF



NCDA CREDENTIALS



CMCS	Certified Master of Career Services (5 years full-time employment or 10,000 hours plus mastery of CMCS domains of practice)	Recognizes contributions of non-counselors who have mastered variety of roles within field of career services
CCC	Certified Career Counselor (career counselor with advanced degree)	Designed for individuals trained as counselors, who specialize in delivery of career counseling services
CCSCC	Certified Clinical Supervisor of Career Counseling	Recognizes individuals who serve as clinical supervisors to career counselors and other practitioners who provide career services
CCCE	Certified Career Counselor Educator	Recognizes individuals whose primary focus is on training new counselors who will specialize in field of career counseling
CCSP	Certified Career Services Provider (FCD 120 hours; 12 competencies mastered)	Designed for individuals from array of backgrounds who deliver services and demonstrate core competency in the field of career services

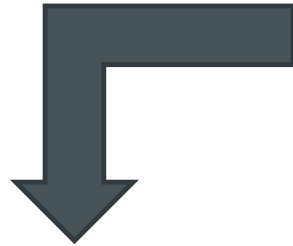


CCSP / GCDF DESIGNATIONS



Facilitating Career Development Training (Certificate of Completion awarded)

- Career Services Provider (CSP) designation
- No certification
- Prepares student to apply for CCSP or GCDF



CCSP

Certified Career Services Provider

- Certified Career Services Provider (CCSP)
- Credentialed through NCDA
- NCDA is division of American Counseling Association

GCDF

Global Career Development Facilitator

- Global Career Development Facilitator
- Credentialed through Center for Credentialing and Education (CCE)
- CCE is subsidiary of National Board of Certified Counselors (NBCC)

EDUCATION AND EXPERIENCE

The career development work experience requirement for the GCDF credential is based on your highest completed level of education. The following illustrates the minimum number of experience hours needed for each level of education:

Education*	Experience**
Graduate Degree	1,400 hours
Bachelor's Degree	2,800 hours
Associate Degree	4,200 hours
High School Diploma/GED	5,600 hours

With respect to these requirements, please submit:

1. A copy of your diploma, (unofficial or official) transcript or verification letter from the educational institution. Please note that we do not accept copies of Web-printed transcripts.
AND
2. A completed Experience Form(s) documenting the required hours of work experience related to career development and the GCDF competency areas. If reporting multiple positions/titles, to meet the minimum experience requirement, each position/title must be documented on a separate experience form. (See page 12.)

* Degrees must be from a postsecondary educational institution or program accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

** GCDF training hours cannot be used to fulfill this work experience requirement.

TRAINING

You are required to complete at least 120 hours of GCDF U.S. training. Visit www.cce-global.org/GCDF/US/Training for a list of CCE-approved training providers. You will need to submit a copy of the training certificate of completion with your application.

GCDF

www.cce-global.org/Assets/GCDF/GCDFapp-us.pdf



Global Career Development
FACILITATOR™

APPLICATION PACKET

This application form is interactive.
Download the form to your computer to fill it out.

Phone: 336.482.2856

Email: cce@cce-global.org

CURRENT GCDF CREDENTIAL AND MAINTENANCE FEES

Fees are nonrefundable and nontransferable.

Application fee for GCDF credential (noninstructor): \$100 (U.S. dollars)

Application fee for GCDF with instructor designation: \$150 (U.S. dollars)

Instructor designation fee (current GCDFs only): \$50 (U.S. dollars)

Annual maintenance fee: \$40 (U.S. dollars)

You will receive an annual maintenance fee notice approximately six weeks before the credential anniversary date. If you have any concerns about your invoice, please contact CCE. Payment means you agree to continue to adhere to the GCDF *Code of Ethics*, and report any charge or complaint about a criminal, civil, state board or other professional disciplinary matter(s) within 60 days of your knowledge of the complaint or charge.

GCDF RECREDENTIALING REQUIREMENTS

The GCDF credential is valid for five years as long as you comply with CCE policies and procedures. GCDF credential holders must pay annual maintenance fees and recredential at the end of five years to maintain the credential. The following components must be completed:

1. As a GCDF credential holder, you are required to complete 75 hours of continuing education (CE) every five years to retain your credential. Verification of continuing education will be performed during the fifth year of your credentialing period. CCE performs a random audit sample. Audit selection will be identified on your fifth-year annual maintenance fee notice.
2. Accept and sign the Ethics Attestation and Applicant Agreement & Release Authorization.
3. Pay the annual maintenance fee.

- ✓ Degree
- ✓ Work experience
- ✓ \$100 Initial certification
- ✓ \$50 Annual maintenance
- ✓ Recertify after 5 years

NCDA CREDENTIALING PROCESS



- All NCDA credentials contain an **assessment component** which will be scored by **blind reviewers** – experienced professionals who already have the credential and have been trained to score case studies and/or work samples
- Assessment component aligns with 12 career development **competencies** outlined in NCDA FCD training
- Applications for all of these credentials will be completed **online**. Includes **timed** responses to **four case studies**
- **Notified** of results by email
- If fail first attempt; may **retest** with new assessment items within one month. If fail second attempt, must wait one year
- **Certification renewal** required every three years. Online process will allow individuals to update education as it is completed

NCDA CREDENTIALING FEES



Application Fee

\$100 for CCSP

\$145 for all other NCDA credentials

Annual Fee

\$40 annual fee to maintain each credential (includes online capability to log continuing ed clock hours)

\$40 late fee for not renewing in timely manner

Renewal Fee

No separate renewal fee. Renewal will be granted automatically if annual fees are paid and required continuing education hours documented

CREDENTIALING SUMMARY

Requirements for Initial CCSP (3 years)

- Complete 120-hour Facilitating Career Development
- Apply and pay fee for CCSP through the NCDA Credentialing Commission website
- Successful completion of case studies to assess the competencies learned during FCD training
- Signature certification that you will follow ethical guidelines

Recertification

- Maintain and improve skills by completing 30 hours of professional growth during the initial three-year period
- Document 30 hours on NCDA website
- Pay \$40 annual maintenance fee
- No additional renewal fee; recertification is automatic with \$40 annual fee and 30-hour documentation

NCDA RESOURCES



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www.ncda.org

Need Career Help?

Enter your city, state, zip code, or country to search for an NCDA member to help you meet your career-related needs.

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[Click here for more detailed search](#)

Career Convergence

NCDA's monthly web magazine for career practitioners

Training Programs and Credentialing

In-depth career development services training

Career Resource Store

NCDA offers carefully selected products for all career development professionals

FCD CLASS V: FALL 2018

Instructional Goals

- To prepare you to better serve clients
- To prepare for CCSP certification

Student Expectations

- What are your expectations for this FCD training?
- What do you need most?
- Who is CCSP bound?
- Who wants to convert GCDF to CCSP?



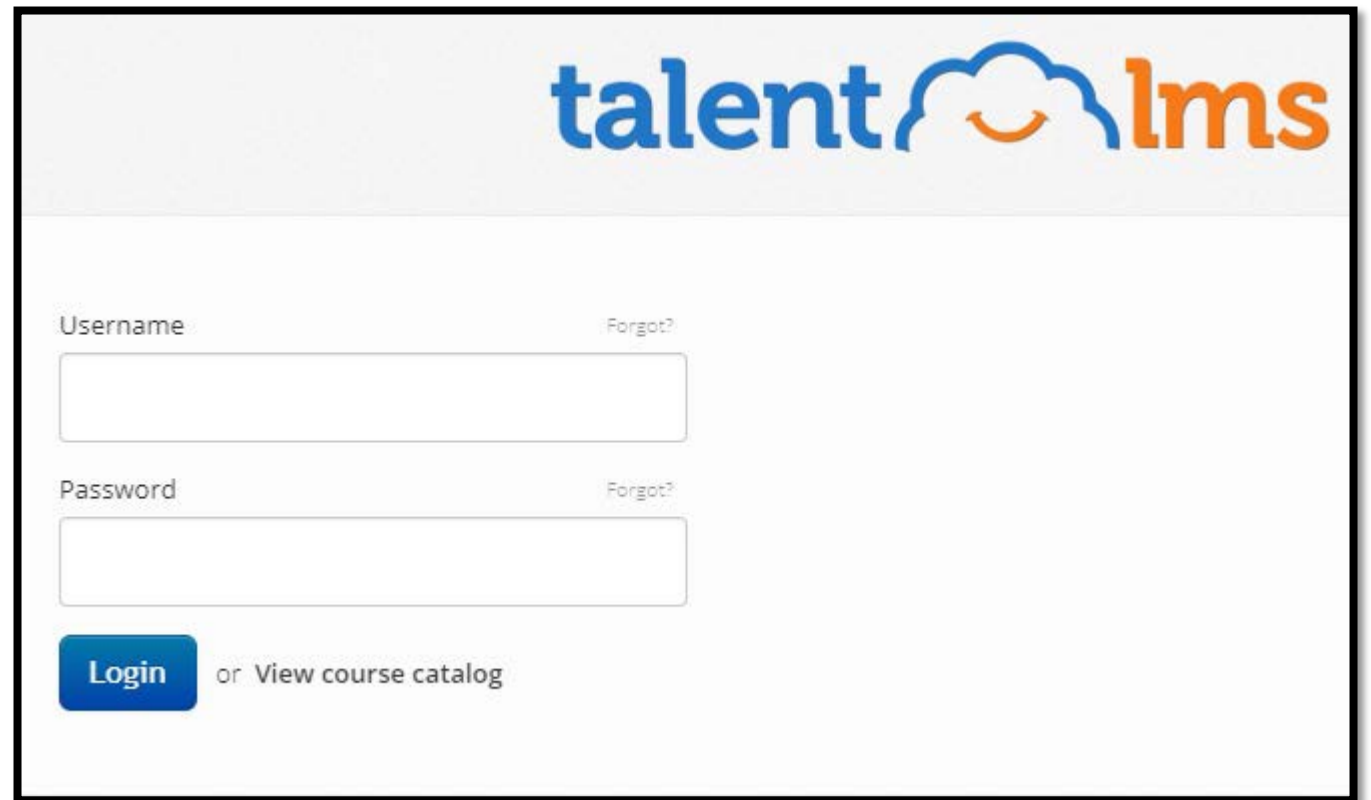
PERKINS LEARNING PORTAL

FCD CLASS V FALL 2018



LEARNING MANAGEMENT SYSTEM

<https://adheperkins.talentlms.com>



The screenshot shows the login interface for Talent LMS. At the top right, the logo "talent lms" is displayed in blue and orange. Below the logo, there are two input fields: "Username" and "Password". Each field has a "Forgot?" link to its right. At the bottom left, there is a blue "Login" button, and to its right, the text "or View course catalog" is displayed.

talent lms

Username [Forgot?](#)

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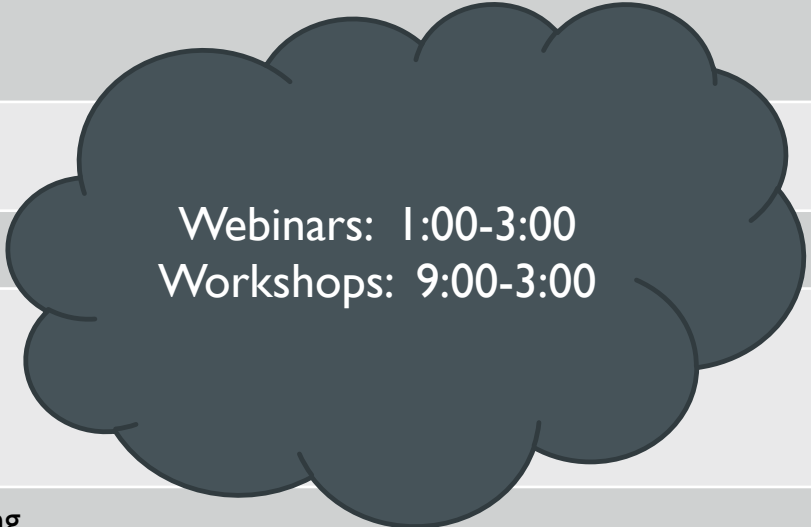
FACILITATING CAREER DEVELOPMENT

CONTENT AND TIMELINE



SCHEDULE OF CLASSES

Date	Location	Topic
October 11	UAPTC	Overview Perkins Learning Portal Chapter 1: Helping Relationships
October 12	UAPTC	Chapter 2: Leading Groups Chapter 5: Ethics
November 8	Webinar	Chapter 3: Theory and Its Application
December 6	UAPTC	Chapter 6: Multicultural Populations Chapter 11: Clients with Disabilities Chapter 12: Justice Involved Clients Chapter 13: K-12 Coaching
January 20	Webinar	Chapter 4: Role of Assessment in Career Planning
February 10	UAPTC	Chapter 7: Technological Resources Chapter 8: Employability Skills
March 10	UAPTC	Chapter 10: Business Services & Employer Relations Chapter 9: Career Planning Services Capstone



Webinars: 1:00-3:00
Workshops: 9:00-3:00

ATTENDANCE & PARTICIPATION

Course Description	Professional development for individuals who work as career development facilitators in secondary, postsecondary or general community settings. A minimum of 120 hours of instruction and self-paced learning is required.
Course Objectives	To increase skills needed to assist others with development of career plans and to prepare for certification as a Certified Career Services Provider (CCSP) or Global Career Development Facilitator (GCDF).
Course Content	The course includes a combination of face-to-face workshops, webinars, assignments, discussion board forums, and learning check quizzes. With the exception of the face-to-face meetings, all work will be submitted into the Perkins Learning Portal by 11:59 p.m. of the due date. Due dates for each are shown in the course Calendar and Schedule of Assignments.
Grading	<p>Points are shown on the Calendar and Schedule of Assignments. A grade point of 70% is required in order to receive the “certificate of completion.” Only 50% credit is given for viewing a webinar. Points awarded for work completed after the deadline is at the discretion of the instructor.</p> <ul style="list-style-type: none">150 points = Workshops/Webinars (6@20; 1@30)112 points = Learning Check Quizzes (8@14)145 points = Chapter Assignments (8@15; 1@25)407 points = 285 points required to pass <p>Assignments typically due Monday of class week. Quizzes typically due Friday of week following class.</p>
Revisions	Instructor reserves the right to add or delete assignments with adequate student notification.

GROUP NORMS TO MAXIMIZE LEARNING

- 1.
- 2.
- 3.
- 4.
- 5.



SMILE!

