

NCDA CDF INSTRUCTOR TRAINING

Albany, NY

November 13 – 15, 2009

If you are interested in this training, please contact Marjorie Hendrickson, MS CDFI Master Trainer at almargenccc@earthlink.net or 845-876-0361. Upon successful completion of the training, participants will be approved to teach the National Career Development Association's certifiable CDF class.

WHAT IS A GLOBAL CAREER DEVELOPMENT FACILITATOR (GCDF)?

Many individuals are currently providing career assistance. The global CDF credential was developed to provide standards, training specifications, and credentialing for these career providers.

When you become a National Career Development Association certified instructor of this training, your students/participants will be eligible to pursue their GCDF credential. For your students to qualify for GCDF certification, you must offer training of a minimum of 80-90 hours of seated classroom training and 30-40 hours of homework and "outside the classroom" activities, for a total of 120 hours training time.

A nationally certified Global Career Development Facilitator can work in a variety of career-development settings. A GCDF may serve as a career group facilitator, job search trainer, career resource center coordinator, career coach, career development case manager, intake interviewer, occupational and labor market information resource person, human resource career development coordinator, employment/placement specialist, school counselor, or a workforce development staff person.

Various groups worked with the Center for Credentialing and Education (CCE) to develop requirements for the GCDF credential. These organizations include the National Career Development Association (NCDA), the National Employment Counseling Association (NECA), and the National Association of Workforce Development Professionals (NAWDP) and have all endorsed the CDF credentialing requirements.

ABOUT INSTRUCTOR TRAINING

The CDF Instructor training (CDFI) provides curriculum, networking, and guidance that will prepare you to deliver the training. CDFI training is designed for advanced career service professionals. At present, over 350 National Career Development Association (NCDA) CDF instructors throughout the United States have been trained. They are developing and providing training programs in a variety of settings including schools, colleges, community colleges, state agencies, and workforce development programs. The programs may be delivered in a variety of ways, including an intensive three-week training session or a semester-long program. The curriculum can also be broken out into specific training sessions. Programs may carry college credit, continuing education credit, and/or certificates of completion.

The instructor training process was developed by the Career Development Training Institute (CDTI) and approved by the (NCDA). Graduates of the NCDA CDF Instructor Training will also be eligible to join the NCDA Registry, which offers promotion of trainings being offered through their website at: <http://ncda.org/cdfmain.html> as well as receiving all CDF curriculum updates.

CDF Instructor Application Format

Do not write or type on this page. Use this format to prepare your application. Applications must be received by 6 weeks before program date. (Please contact me for late application information.) Although additional pertinent materials may be attached, key information listed below must be summarized in the application. Please e-mail the completed application and resume to:

Marjorie Hendrickson almargencc@earthlink.net 845-876-0361

I. IDENTIFYING INFORMATION: Name
 Institution/Agency
 Address
 Phone
 Fax
 Email

II. EDUCATION:

- List all education beyond high school, including degrees earned, institutions attended; and field(s) of study
- Did your education include a practicum/internship in career development? If yes, please describe the experience
- List your five most recent continuing education experiences in the career-development area. Include the dates, titles or descriptions, and number of contact hours

III. WORK EXPERIENCE

- List current job title
- List total years of career development experience. Minimum of 3 years required if Masters or Doctorate in Counseling
- Briefly describe how your current job includes the education and/or training of career services providers
- Briefly describe how your previous jobs have included the education and/or training of career services providers
- Indicate which of the following you have done:
 - Conducted individual/group career counseling sessions
 - Worked with career information resources
 - Conducted courses/workshops in career planning
 - Taught graduate counselor education courses
 - Taught courses in 2- or 4-year programs related to career and/or helping skills
 - Conducted continuing education workshops
 - Conducted staff training
 - Other pertinent experience

IV. CREDENTIAL/MEMBERSHIPS

- List all licenses/certifications related to counseling, career counseling, and career development
- List memberships and/or leadership experiences in professional associations involved in counseling, career development, and/or training
- If you hold a GCDF credential, please identify

V. PROFESSIONAL CONTRIBUTIONS

- Describe presentations you have made at conferences/conventions and publications you have written related to career development or education/training
- Describe materials (client, program, training materials, journal articles) you have developed

VI. COMMITMENT

- Describe how you intend to use the training from the CDF Instructor Workshop.