

# WORKFORCE READY SOLUTIONS, LLC

ELIGIBLE TRAINING PROVIDER FOR THE FCD COURSE

## FACILITATING CAREER DEVELOPMENT (FCD) COURSE



Instructor / Training Facilitator: Charise Wilson, MS, GCDF, CCSP, CPRW, CDP

WORKFORCE READY SOLUTIONS, LLC | 6 Blackstone Valley Place, Lincoln, RI 02865

[www.wfrsllc.com](http://www.wfrsllc.com) | 401.526.9090 | Women-Minority Owned (MBE/WBE) Certified Organization

## **Facilitating Career Development - FAQs**

### **What is Facilitating Career Development (FCD) Training?**

This is a nationally-recognized National Career Development Association (NCDA) Facilitating Career Development (FCD) training course. It provides career development professionals in Higher Education, K-12, HR/Business, Adult Education, and Workforce Development with the relevant skills and knowledge needed to assist others in planning careers and obtaining meaningful work. This course prepares individuals to earn a certification as a [Global Career Development Facilitator \(GCDF\)](#), through the Center for Credentialing Education, or a [Certified Career Services Provider \(CCSP\)](#) through the NCDA. It covers the following [12 competencies](#).

### **How does someone qualify for a credential?**

Students must complete the 120-hour training offered by an NCDA [qualified instructor](#) or a CCE [training provider](#). To meet the hour requirement students, over 10 weeks or 12 weeks, will read and complete scenarios and exercises in the fourteen chapters of the instructional manual (Facilitating Career Development, Student Manual, Revised 5<sup>th</sup> Edition), complete assignments in our e-learning platform, participate in weekly Zoom discussions, and be prepared to present an 5-10 minute presentation on the last day of class. The final assignment should reflect their knowledge gained in the course, benefit their organization, or help to improve services for clients in some way. Once the course ends, students will be emailed a certificate of completion by their instructor and will use this certificate to present to either the Center for Credentialing and Education (CCE) for experienced career advisors to go straight to national credential or to the National Career Development Association (NCDA) for students that do not have career advising experience. The NCDA will require these students to take and pass an assessment to earn their national credential.

### **How are classes offered?**

These are virtual classes run through Zoom. We will meet as a group once per week for either 10 or 12 weeks for approximately 2 hours (this will be determined up front) to discuss the chapter(s) covered and discuss “real world” scenarios (unless a customized class is specified). These reoccurring meetings will be set on the calendar in advance. Students will be expected to complete the textbook reading, coursework located in the e-learning platform, and be prepared to share in small group discussions during class. Students are required to attend these weekly Zoom sessions. However, due to sickness, or unpreventable absences students can make up classes by auditing other sessions to meet the “live” hour requirements.

### **What does a typical training outline consist of?**

Please see the following example of a typical training outline and what students cover weekly below. Students will spend approximately 10-12 hours per week on their

assignments and reading. Why are some weeks highlighted? The highlighted weeks outline the four chapters that will be on the final assessment to earn their credential.

### Training Outline 12 week (Example)

Week	Topics & Focus	Assignment & Due Dates
1.	Training Overview and Welcome Meeting	Complete Student Assignments under the Getting Started folder, introduce yourself on the group discussion board, and read the announcements.
2.	Helping Relationship	Read Chapter 1 Complete the forum assignment "Gaining insight Into Yourself as a Helper"
3.	Training and Leading Groups	Read Chapter 2 Complete the managing and enhancing group assignment
4.	Career Development Theory	Read Chapter 3 Complete Assignment #1: What's Working? And Assignment #2: Complete the Holland Code (RIASEC) Test
5.	Assessment in Career Planning	Read Chapter 4 Complete the journal assignment "The Compass Activity"
6.	Ethics and Multicultural Populations	Read Chapters 5 & 6 Complete the journal assignment "Applying Ethical Standards," Interview a person with a different cultural background
7.	Career Information/Technological Resources	Read Chapter 7 and review at least one career website that is unfamiliar to you
8.	Job Seeking and Employability Skills	Read Chapter 8. Call a local job service office and ask questions outlined in the Appendix
9.	Designing and Implementing Career Planning Services/ Business Services/Employer Relations	Read Chapter 9 &10 Prepare the two-page outline of a new program or content you plan to implement or design for your organization and think about how you would prepare a client for an employer match
10.	*Services for Clients (Disabilities, Justice-Involved)	Read Chapters 11 & 12 Review your organization's reasonable accommodations policy. Review a re-entry model and consider how you might work with someone that is justice-involved
11.	*Career Development for K-12 Students, Workforce Development and Career Services History	Read Chapters 13 &14 Prepare a list of similarities and differences between career advising K-12 versus adults. Bring notes to class on what you learned about workforce development and career history
12.	Review how to apply for NCDCA CCSP and GCDF credentials. Be prepared to present your final PowerPoint.	Review how to apply for NCDCA CCSP or CCE GCDF credentials. Be prepared to present your 5-10 minute PPT presentation

*\*Emphasis will depend on your organization's current population and needs. We can consider flexible scheduling.*

## Training Outline 10 week (Example)

Week	Topics & Focus (Assignment & Due Dates)
1.	Training Overview and Welcome Meeting Complete Student Assignments under the Getting Started folder, introduce yourself on the group discussion board, and read the announcements. (May cover some of Chapter 1 depending on time and bandwidth)
2.	Helping Relationship Read Chapter 1 Complete the forum assignment "Gaining insight Into Yourself as a Helper" Training and Leading Groups Read Chapter 2 Complete the managing and enhancing group assignment
3.	Career Development Theory Read Chapter 3 Complete Assignment #1: What's Working? And Assignment #2: Complete the Holland Code (RIASEC) Test
4.	Assessment in Career Planning Read Chapter 4 Complete the journal assignment "The Compass Activity"
5.	Ethics and Multicultural Populations Read Chapters 5 & 6 Complete the journal assignment "Applying Ethical Standards," Interview a person with a different cultural background
6.	Career Information/Technological Resources Read Chapter 7 and review at least one career website that is unfamiliar to you Job Seeking and Employability Skills Read Chapter 8. Call a local job service office and ask questions outlined in the Appendix
7.	Designing and Implementing Career Planning Services/ Business Services/Employer Relations Read Chapter 9 &10 Prepare the two-page outline of a new program or content you plan to implement or design for your organization and think about how you would prepare a client for an employer match
8.	*Services for Clients (Disabilities, Justice-Involved) Read Chapters 11 & 12 Review your organization's reasonable accommodations policy. Review a re-entry model and consider how you might work with someone that is justice-involved
9.	*Career Development for K-12 Students, Workforce Development and Career Services History Read Chapters 13 &14 Prepare a list of similarities and differences between career advising K-12 versus adults. Bring notes to class on what you learned about workforce development and career history
10.	Review how to apply for NCDA CCSP and GCDF credentials. Be prepared to present your final PowerPoint. Review how to apply for NCDA CCSP or CCE GCDF credentials. Be prepared to present your 5-10 minute PPT presentation

*\*Emphasis will depend on your organization's current population and needs. We can consider flexible scheduling.*

## **Where can organizations find more information about this course?**

If you have questions about specific policies such as attendance, refunds, grievance, ADA statement, or student expectations, please see the registration link that all students will complete before beginning class [here](#).

## **Why should I earn a CCSP or GCDF certification?**

Nearly every profession has professional standards that tell consumers you have met certain requirements for training in your industry. It means something to your consumers and can benefit your clients, organization, and personal brand. You will learn the latest trends, tools, and resources to help your clients to become gainfully employed. Additionally, as career practitioners, we encourage our clients to obtain training and to enhance their professional skills, and we should do the same.

## **How does a student register to begin classes?**

Students will follow these steps to get started.

1. Complete the [student registration](#) form
2. [Purchase your manual via the NCDA website](#), you can get the electronic version (but it only lasts for 6 months), or you can get the hard copy (but you will need a large 3-ring binder to hold its contents).
3. Pay your invoice \$1,250.00 (I will send this via email (or this can be paid through the student registration link, book can be paid separately (\$300), or I can add it to the total cost of the course and mail the book to you, please provide your mailing address for this option)
4. I will provide you with access to the eLearning platform on the first day of class

## **What's next?**

Once the class is complete students must apply for their credentials online (see links below). Students will also receive a free 1-year NCDA student membership after completing this course and the manual includes payment for the NCDA national credential (not the CCE's GCDF credential, that is a separate \$100.00 fee).

## **How to maintain your credential?**

Students with an NCDA CCSP credential will need to earn 30 continuing education units (CEUs) in 3 years to keep their credentials active, as well as pay a \$40.00 per year annual fee. Students with a CCE GCDF credential will need to earn 75 CEUs in 5 years to keep their credential. More on maintaining your credentials [here](#) (CCE) and [here](#) (NCDA). As your training provider, please note we are also certified CEU providers and can offer customized courses. Please speak to Workforce Ready Solutions for more details on this.

Apply for CCE GCDF application: <https://my.cce-global.org/>

Apply for NCDA CCSP credential: [https://www.ncda.org/aws/NCDA/pt/sp/credentialing\\_apply](https://www.ncda.org/aws/NCDA/pt/sp/credentialing_apply)

## **Additional Questions?**

Please reach out to Charise Wilson, MS, GCDF, CCSP, CPRW with additional questions – [charise@wfrslc.com](mailto:charise@wfrslc.com).

Please read our reviews to determine if we are the right training provider to meet your needs:

We are a [5-Star rated](#) women-owned, minority owned and operated business, learn more [here](#).

**About your Course:** <https://wfrslc.com/fcd-course>

**About your Facilitator:** <https://www.linkedin.com/in/charisewilson/>

**\*Total Cost with Manual: \$1550.00 per student** or \$3,100 for two students.