FACILITATING CAREER DEVELOPMENT COURSE

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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 12 weeks, will read and complete scenarios and exercises in the fourteen chapters of the instructional manual (Facilitating Career Development, Student Manual, Revised 4th Edition), complete assignments in the [e-learning platform](), participate in weekly Zoom discussions, and be prepared to present an 8-10 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 submit this along with their $100 application to NCDA or CCE to apply for their credentials.

How are classes offered?

These are virtual classes run through Zoom. We will meet as a group once per week for 12 weeks for approximately 1 hour to discuss the chapter(s) covered (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.

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 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 (Example)

- *Ask about the 10-week option that is also available and other flexible options!*

(You do not have to follow the outlined weeks if you select a flexible course option)

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 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 8-10 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 book via the NCDA website, you can get the [electronic version](#) or the [hard copy](#)
3. Schedule a quick 15-minute chat with me (schedule below) to determine when to begin
4. Pay your invoice (I will send this via email)
5. I will provide you with access to the eLearning platform

What's next?

Once the class is complete students must apply for their credentials online (see links below). To learn the difference between each credential, please see [the information](#) provided. Students will also receive a free 1-year NCDA student membership for completing the course. Students will need to earn 30 continuing education units in 3 years to keep their credentials active, as well as pay a $40.00 per year annual fee to NCDA or CCE. More on maintaining your credentials [here](#) (CCE) and [here](#) (NCDA). Speak to Workforce Ready Solutions for more details on this.

Apply for CCE GCDF application: [GCDFapp-us.pdf](#)

Apply for NCDA CCSP credential, go to "Apply Now" - https://www.ncda.org/aws/NCDA/pt/sp/credentialing_ccsp

Additional Questions?

Please reach out to Charise Wilson, MS, GCDF, CCSP, CPRW with additional questions – charise@wfrsllc.com.