



Career Development Facilitator Master Trainer Training

November 13-16, 2011

Hyatt Regency Hotel – Dallas, Texas

Selection Criteria

The following are the desired qualifications to apply to become a National Career Development Association (NCDA) Global Career Development Facilitator Master Trainer.

Education/Career Development Experience Qualifications

Master Trainer candidates must have either education, a combination of education and career development experience, or equivalent career development experience to qualify. The following are examples of what a master trainer candidate will be asked to submit to qualify for the selection process.

- 1) A masters or doctoral degree in Counseling, Career Development, Human Resources or a related field.
- 2) Without the above stated education the Master Trainer candidate must have worked in the career field for at least 7 years.
- 3) Must be able to provide evidence of attending recent continuing education in career topics in the past 2 years.
- 4) Must hold applicable career development certifications/licenses/designations such as but not limited to:
 - Global Career Development Facilitator Credential
 - National Certified Counselor
 - National Certified Career Counselor
 - Licensed Professional Counselor (for a state)
 - Master Career Counselor
 - Master Career Development Professional
 - NCDA Fellow
 - IAWP PDP Master Credential
 - NAWDP Certification
- 5) Must be a certified NCDA CDF Instructor and be a member of the NCDA CDF Instructor Registry.
- 6) Must meet all eLearning Instructor criteria. Please note: it is not necessary to be NCDA CDF eLearning certified to apply for this workshop.
- 7) Must be able to describe their practical experience in each of the CDF 12 competencies.

Training Experience

- 8) Provide information to support 5 years experience training adults and be able to provide proof of excellent evaluations or a letter of recommendation from an administrator or other professional reference.
- 9) Presented on a career topic at a state or national conference in the last 2 years or have published an article on a career topic in a professional journal in the last 2 years.

10) Describe any materials that the Master Trainer candidate has developed to assist with the CDF training.

11) Describe experience in teaching the NCDA CDF eLearning Curriculum and/or other noteworthy educational technology experience.

*If requested, the Master Trainer candidate must agree to produce a video of at least 30 minutes providing career training on one of the 12 competencies.

Commitment

12) The Master Trainer candidate must provide information on at least 5 CDF training classes they have taught alone or in conjunction with other instructors with excellent evaluations (traditional or eLearning).

13) The Master Trainer candidate must provide a plan of how they will be using the CDF Master Trainer certification.

Application Deadline: October 17, 2011



NCDCA CDF Master Trainer Application Form

Workshop Dates: November 13-16, 2011

Dallas, Texas

Name: _____ CDFI Registry No: _____

Institution/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Office): _____ Phone (Home): _____

Fax: _____ E-Mail: _____

Registration Fee: \$1195 payable once you receive confirmation of acceptance into the Master Trainer Program.

Cancellation Policy: Refunds will be given until October 17. Refunds will not be issued after October 17.

Location: Hyatt Regency, Dallas, Texas. Specific details will be provided with confirmation of acceptance into the Master Trainer Program.

**NCDCA retains the right to cancel this workshop if there is not a minimum of 10 qualified attendees.*

Education and Career Development Experience:

- 1) List all education beyond high school, including degrees earned, institutions attended, and fields of study. Also include your practicum and internship experiences. Submit copies of transcripts.
- 2) List the three most recent career development/education related continuing education classes that you attended including the dates, titles, or descriptions and number of hours.
- 3) List any career development certifications and licenses and the dates of receipt. Provide copies of each certificate. Also include your memberships and any leadership roles that you have/are fulfilling.
- 4) Provide the dates you completed your CDF Instructor certification and CDF eLearning Instructor (if applicable) and the master trainer's name(s).

- 5) Describe your experience in the career field. Submit resume.
- 6) Acknowledge that you meet or exceed all NCDA CDF eLearning Instructor Criteria on the below page.
Please note: it is not necessary to be NCDA CDF eLearning certified to apply for this workshop.
- 7) Describe your specific experience in each of the 12 GCDF competencies listed on the below page.

Training Experience:

- 8) Describe your experience in training adults over the last 5 years. Include any training that you have done for career service providers. Identify format of training. i.e. traditional face-to-face, eLearning, or hybrid.
- 9) Describe presentations that you have done in the past two years at conferences/conventions and publications you have published in the career field.
- 10) Describe materials that you have developed to use in training in the career field.
- 11) Describe any experience you have in teaching the NCDA CDF eLearning Curriculum and/or other noteworthy educational technology experience. Please provide an example of a lesson or unit supporting this experience.

Commitment:

- 12) List the CDF training sessions you have provided by beginning and end date, targeted audience, and how many students completed the entire training session. Please specify traditional face-to-face, eLearning, or hybrid format.
- 13) Describe how you intend to use the training for the CDF Master Trainer Certification.

Please return this completed application form no later than October 17 to:

Mary Ann Powell
National Career Development Association
305 N. Beech Circle
Broken Arrow, OK 74012
Phone: (918) 663-7060 Fax: (918) 663-7058
mpowell@ncda.org
www.ncda.org



MASTER TRAINER AGREEMENT

If accepted into the NCDA Master Trainer workshop, I agree to the following:

1. Inform NCDA of all NCDA CDF Instructor Training sessions that I conduct.
2. Provide NCDA with a contact list of all participants who have completed the NCDA CDF Instructor Training Workshop.
3. Select participants for instructor training who meet established NCDA instructor criteria and provide NCDA with appropriate documentation if requested.
4. Conduct CDF Instructor workshops that cover the critical content of the NCDA CDF Curriculum.
5. Describe the NCDA CDF Instructor and Program Registry to participants and distribute Registry application forms at the end of each instructor workshop.
6. Describe the Center for Credentialing and Education's GCDF certification process at each workshop.
7. Abide by the NCDA CDF Instructor Workshop Registration Fee established for all NCDA Master Trainers. Currently the fee is \$975 per participant for traditional Instructor Training and \$350 per participant for eLearning Instructor Training. (Please note: this fee will change as the CDF Instructor Training and the CDF eLearning Instructor Training merge into one combined training.

I agree to all conditions listed above if accepted into the NCDA CDF Master Trainer's Workshop.

Signature: _____ Date: _____

Print Name: _____

Signature: _____

**National Career Development Association
Career Development Facilitator eLearning Curriculum**

Instructor Survey

Instructing an eLearning curriculum is not for everybody. As you consider whether you'd like to become an NCDA eLearning Qualified CDF Instructor, there is a series of questions you need to ask yourself. To assist you in this consideration, NCDA has developed the following questions. Please answer the following:

REQUIRED COMPUTER EQUIPMENT

I own (or have regular access to):

- A DVD drive on my computer
- Internet browser
- 28,800 bps or faster modem, or direct connection to the Internet
- My own email account
- Audio capability
- Printer
- Adobe Acrobat Reader (free download)
- Windows Media or Real Player
- Word processing program (MS Word preferred)
- Sufficient memory (256MB Ram or more)
- MS Windows version 98 or higher

*Please note: this eLearning version is not compatible with Macintosh/Apple platforms.

REQUIRED TECHNICAL SKILLS

- Logically navigate the Internet
- Understand terms such as mouse, drag, open, select, file, choose, double click, download, upload, send, etc.
- Send, open, reply to, forward, and attach an e-mail message
- Word process documents
- Demonstrate confidence in my technology troubleshooting abilities or I have access to technology support

1. Do you think eLearning will take more or less time per student than the traditional format?

Why: Research and instructor experience shows that eLearning will require more of the instructor's time per student than a traditional classroom setting.

2. How much time per week do you have to provide to the instruction of the CDF eLearning curriculum?

Why: You will need to plan for additional hours per student per week to instruct the eLearning curriculum.

3. Do you have access to email frequently (at least daily during weekdays)?

Why: The primary mode of communication between an eLearning Instructor and student is via email. It is important you have access and ability of email use to be successful in instructing the NCDA CDF eLearning course.

4. Will you typically be able to respond to student questions (by email or phone) within a reasonable time frame?

Why: eLearning students deserve the same timeliness in a response that you would give to students in a typical classroom setting. Being a responsible eLearning Instructor means that you make a commitment to respond to student questions as soon as possible.

5. Are you comfortable with computer operations and software, including; Word, Excel, PowerPoint, Media Players, Adobe Acrobat Reader, and others?

Why: While you do not have to be a techno-wizard to instruct an eLearning course, you certainly need to have knowledge and a comfort level with technology and basic software so that you can convey this comfort level to your students and be able to answer basic technology questions that may arise.

6. Can you be accessible by phone for students?

Why: Some students may have questions they want to discuss by phone, or may be having technical difficulties and can only use a phone. You should encourage students to communicate via email and other online methods, but you need to consider how and when you could receive phone calls from students. You may need to consider any additional costs that could be incurred from increased phone usage.

7. Are you comfortable providing basic technical assistance to your eLearning students (i.e., attaching Word documents to email, downloading Adobe Acrobat Reader, opening documents, etc.)?

Why: Students typically look to their course instructor as the first contact for many types of problems they are encountering with their eLearning. Being able to answer basic technical questions for your students will aid in their success in the course. If you are not comfortable with these types of questions, you either need to have another source they can turn to for the answers or you may want to stay with delivering the original NCDA CDF face-to-face curriculum until you feel comfortable.

8. Do you have experience with eLearning (as an instructor or student)?

Why: While it is not required that you have this experience, if you have had some, it will give you a strong indication of whether this format of instruction is for you. Another indicator may be other forms of service delivery provided by email, such as career coaching at a distance.

9. Do you enjoy communicating via reading and writing?

Why: If you are an instructor that thrives on the open dialogue of a face-to-face classroom setting, you need to consider how you will adapt to this online environment. You not only need to have strong reading and writing skills to be a successful eLearning Instructor, you should enjoy that method of instruction and delivery.

10. Can you successfully manage multiple student knowledge levels and self-paced learning?

Why: Not only is it important to understand the different learning styles and preferences of adult learners, CDF students will present a wide variety of skill sets and abilities. It is critical that eLearning Instructors have the ability to manage different styles and paces of their students.

11. Can you successfully manage students being at various stages in the curriculum simultaneously?

Why: Time management will be critical to your success as an eLearning Instructor. You need to be comfortable having students be at different stages in the curriculum at the same time. If you would prefer all your students begin and progress through the curriculum together, you may find that sticking with the original face-to-face delivery of the curriculum suits you best.

12. Are you comfortable addressing student problems and issues at a distance?

Why: Students are students, no matter the mode of instruction, and some who enroll in the CDF eLearning curriculum will present the same concerns you've had in the traditional classroom. You need to consider how you will address these concerns through eLearning, and if you feel comfortable and confident in doing so.

13. Are you comfortable and able to motivate and encourage students at a distance?

Why: You will not have that traditional face-to-face format you may have come to rely on as a CDF Instructor. You may need to adapt your instructional/facilitation style as an eLearning Instructor. If you question your ability to encourage and motivate without face-to-face contact, determine how you will manage this before making a commitment to eLearning instruction.

14. Will you be able to deliver the face-to-face required competencies?

Why: Besides the evaluation of materials submitted to you via computer, you are required to provide face-to-face instruction in two of the CDF competencies: Helping Skills and Group Facilitation. How you will deliver these competencies needs to be considered before committing to this format for instruction.

15. Can I effectively determine if a student can be successful via eLearning?

Why: Before accepting students for NCDA CDF eLearning, you need to evaluate their ability to be successful in the mode of learning. Besides the questionnaire provided by NCDA, you need to consider what other questions to ask your potential students in consideration of enrollment in the course.

GLOBAL CAREER DEVELOPMENT FACILITATOR COMPETENCIES

1. **Helping Skills** - Be proficient in the basic career facilitating process while including productive interpersonal relationships.
2. **Labor Market Information and Resources** - Understand labor market and occupational information and trends. Be able to use current resources.
3. **Assessment** - Comprehend and use (*under supervision*) both formal and informal career development assessments with emphasis on relating appropriate ones to the population served.
4. **Diverse Populations** - Recognize special needs of various groups and adapt services to meet their needs.
5. **Ethical and Legal Issues** - Follow the CDF code of ethics and know current legislative regulations.
6. **Career Development Models** - Understand career development theories, models, and techniques as they apply to lifelong development, gender, age, and ethnic background.
7. **Employability Skills** - Know job search strategies and placement techniques, especially in working with specific groups.
8. **Training Clients and Peers** - Prepare and develop materials for training programs and presentations.
9. **Program Management/Implementation** - Understand career development programs and their implementation, and work as a liaison in collaborative relationships.
10. **Promotion and Public Relations** - Market and promote career development programs with staff and supervisors.
11. **Technology** - Comprehend and use career development computer applications.
12. **Consultation** - Accept suggestions for performance improvement from consultants or supervisors.