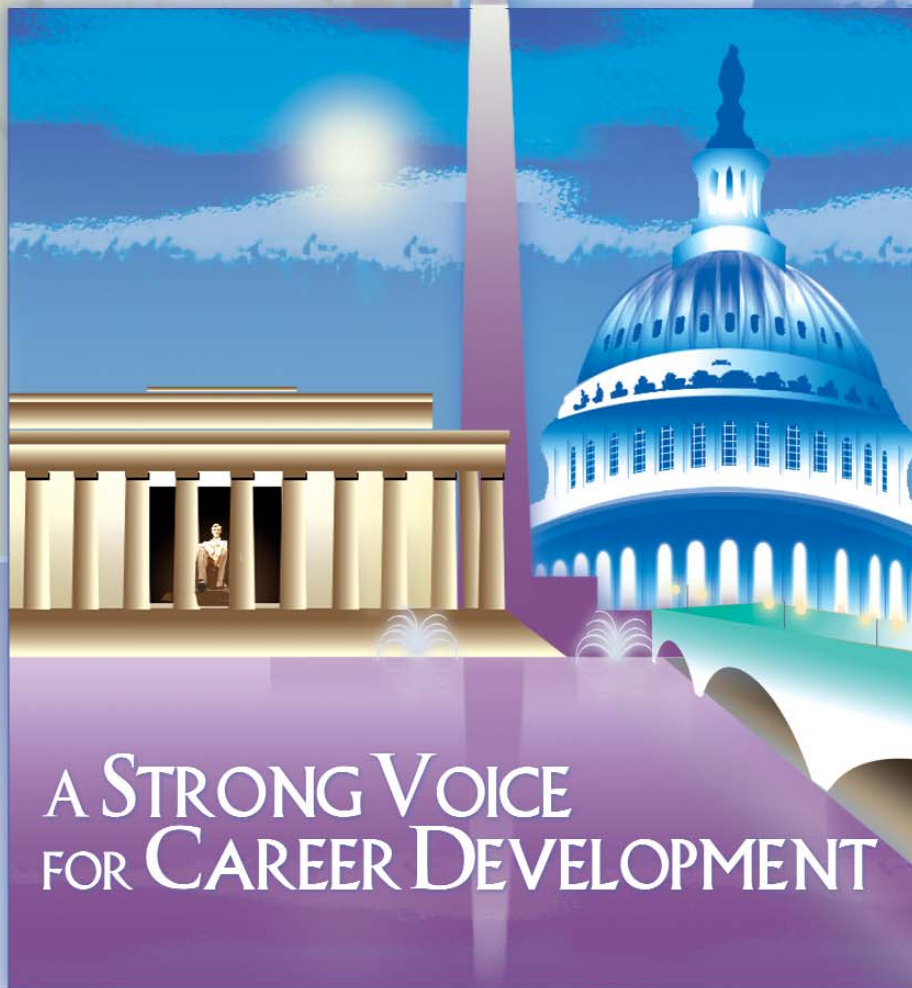


Special Membership CATEGORIES



NATIONAL CAREER DEVELOPMENT ASSOCIATION



Inspiring Careers - EMPOWERING LIVES!

NCDA Special Membership Categories - NCDA offers Special Membership Categories to recognize members who hold special levels of achievement in education, training, and experience in career development. Three special membership categories include the Fellow, Master Career Counselor (MCC), and the Master Career Development Professional (MCDP).

To apply for the Special Membership Categories, **an applicant must be a regular or professional member in good standing with NCDA for a minimum of two years for the MCC and MCDP and a professional member in good standing for five years for the Fellow.**

Fellow

The term "Fellow" is a person of professional distinction within an academic institution or society. A Fellow is conferred to recognize outstanding and substantial contributions in science, teaching and training, practice, service, policy development, and political action. It is considered an honor to be awarded this distinction. **Minimum requirements include:**

- ✓ Five years of professional membership in NCDA.
- ✓ Master's degree or higher in counseling or closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council on Postsecondary Accreditation.
- ✓ Five years of post-master's experience in career counseling and development.

Achievement of two of the following areas:

- ✓ Major and significant contributions on career development theory or practice as demonstrated by national and/or international recognition.
- ✓ Providing strong and sustained leadership in the career counseling and development profession.
- ✓ Engaged in education and training, practice, or research in career counseling and development.
- ✓ Sustained commitment to career counseling and development through research, theory, practice, or leadership.

Application Review and Procedure

Fellows applications are accepted only once per year. A limited number of Fellow recipients will be chosen based on a limit of 1% of the NCDA membership. Fellow applications will be accepted during the period of August 1 – October 31 each year. Final selections are made at the January Board of Directors Meeting each year. Contact NCDA Headquarters for the Fellows application instructions.

Master Career Counselor (MCC)

NCDA members who hold a master's degree in counseling or related field may apply for the MCC category. **Minimum requirements include:**

- ✓ Two years of current membership in NCDA (either **professional** or **regular** membership only).
- ✓ Master's degree or higher in counseling or closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council on Post-secondary Accreditation. **(TRANSCRIPT)**
- ✓ Three years of post-master's experience in career counseling. **(RESUME)**
- ✓ Possess and maintain the NCC, state LPCC, RPCC, or licensed psychologist credential. **(INCLUDE COPY OF CURRENT CERTIFICATE)**
- ✓ Successfully completed at least three credits of course work in each of the six NCDA Competency areas. (Career Development Theory, Individual/Group Counseling Skills, Individual/Group Assessment, Information/Resources, Diverse Populations, Ethical/Legal Issues) **(TRANSCRIPT – DOCUMENT NCDA COMPETENCIES TAUGHT IN EACH COURSE)**
- ✓ Successfully completed supervised career counseling practicum or two years of supervised career counseling work experience under a certified supervisor or licensed counseling professional. **(TRANSCRIPT OR LETTER FROM PRACTICUM SUPERVISOR)**
- ✓ Document that at least half of the current full-time work activities are directly career counseling related. **(RESUME)**

Master Career Development Professional (MCDP)

NCDA members who are involved in the career development service field may apply for the MCDP category. **Minimum requirements include:**

- ✓ Two years of current membership in NCDA (either professional or regular membership only).
- ✓ Master's degree or higher in counseling or closely related field **(TRANSCRIPT)**
- ✓ Three years of post-master's career development experience in training, teaching, program development, or materials development. **(RESUME)**
- ✓ Document that at least half of the current full-time work activities are directly career development related. **(RESUME OR LETTER FROM SUPERVISOR)**

Special Membership Categories Application

Date: _____

I am applying for (one application for EACH category is required):

- Master Career Counselor @ \$50 Application Fee
- Master Career Development Professional @ \$50 Application Fee

All application fees are non-refundable. Please send in supporting documents with your application. APPLICATIONS THAT ARE SENT WITHOUT SUPPORTING DOCUMENTS WILL BE RETURNED! NO INCOMPLETE APPLICATIONS WILL BE REVIEWED.

Name: _____ EMail: _____

Title: _____ Organization: _____

Business Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Business Phone: _____ Fax: _____

Home Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Holding a special membership category is contingent upon continuous NCDA membership in good standing and compliance with NCDA and ACA Code of Ethics. I agree to maintain my membership and comply with the NCDA and ACA Code of Ethics posted on the website at www.counseling.org.

Signature: _____ Date: _____

Total payment due \$ _____

Method of Payment

- Check, make payable to the National Career Development Association
- Purchase Order (NCDA's FEI # 52-6045839)
- Credit Card (Visa and MasterCard only; check one) MasterCard Visa

CC#: _____ Expiration Date: _____

Name on Card: _____

(Please Print)

Signature: _____

Mail or fax to:

National Career Development Association

305 N. Beech Circle · Broken Arrow, OK 74012

918-663-7060 · Toll-Free 866-FOR-NCDA (367-6232) · Fax: 918-663-7058

Required Documentation to Complete a Special Membership Category Application

Fellow Applications

- ✓ Completed Application Form
- ✓ Verified 5 years of NCDA membership and current member in good standing (call NCDA Headquarters to verify your status)
- ✓ 3 letters of reference
- ✓ Complete biographical data
- ✓ Documentation outlining that at least two of the above areas have been achieved

MCC Applications

NOTE: Current NCCCs and RPCCs are not required to send in the supporting documents. NCCCs and RPCCs only need to send a completed application, \$50 application fee, and a copy of NCCC or RPCC Certificate.

- ✓ Two years of current **regular** or **professional** membership in NCDA (call NCDA Headquarters to verify your status)
- ✓ Transcript from the university showing courses/competencies have been achieved and the graduate program has been completed
- ✓ Resume outlining a minimum of three-years of post-masters career development experience with at least half of current full-time work activity related to career development
- ✓ Copy of certificate or documentation showing NCC, NCCC, RPCC, LPC, or licensed psychologist credential
- ✓ Transcript or letter from supervisor showing that practicum has been completed

MCDP Applications

- ✓ Two years of current **regular** or **professional** membership in NCDA (call NCDA Headquarters to verify your status)
- ✓ Transcript showing that a Master's degree has been completed
- ✓ Resume outlining a minimum of three years of postmaster's career development experience in training, teaching, program development, or materials development.
- ✓ Resume should also document that at least half of the current full-time work activities are directly career development related

Application Review Procedure

Once the MCC or MCDP category is awarded, all recipients must maintain regular, professional, or retired membership in NCDA *AND* complete 20 hours of continuing education through an NBCC or state licensure board approved provider during the period of five years. After five years, a renewal notice will be sent and a renewal fee will be accessed. The NCDA Board of Directors will set the fee annually. If membership lapses during the five years, a reapplication process will be required.