**TO:** NCDA Members

**FROM:** Aaron Leson, Director of Credentialing

**SUBJECT:** NCDA Credentialing Commission: ***Seeking Applicants for Open Position***

The NCDA Credentialing Commission (*aka CC or Commission*) is seeking applicants to fill one open position on this Commission. Below is the NCDA Credentialing Commission Application Form and additional information about the Commission.

NCDA formed the CC mission to define the various types of practitioners in the field of career development then to certify individuals who meet the various requirements and competencies required of them. As a world leader in the field of career development, NCDA is uniquely positioned to define and certify these practices. We believe these credentials are extremely beneficial to those seeking to enhance their career development expertise. These credentials are rigorous and comprehensive in nature. The purpose of the Commission is to serve the general public and the career services community by using NCDA standards and ethics for defining roles in the field of career services and recognizing those who demonstrate and maintain a high level of professional competencies. The CC is in its second year of operation, assuming its current structure January 1, 2017. The Commission works under the direction of the NCDA Board of Trustees.

Below are the elected positions of the CC:

* Representative of Certified Career Services Provider™ (CCSP) - a credential for individuals from an array of backgrounds, to deliver services and demonstrate core competencies in the field of career services.
* Representative of Certified Career Counselor ™ (CCC) – a standard of professional excellence for individuals trained as counselors, who will specialize in the delivery of career counseling services.
* Representative of Certified Career Counselor Educator™ (CCCE) - a credential intended to recognize the contributions of individuals whose primary focus is on the training of new counselors who will specialize in the field of career counseling.
* Representative of Certified Master of Career Services™ (CMCS) - recognizes the contributions of professionals who have mastered a variety of coaching, advising, and consulting roles in the field of career services.
* Representative of Certified Clinical Supervisor of Career Counseling™ (CCSCC) - a professional designation intended to recognize the contributions of individuals who serve as clinical supervisors to career counselors and other practitioners who provide career services.

In addition to the positions above, there are 2 appointed positions (NCDA Board liaison and NCDA staff liaison).

**Your Work as a Commissioner:**

1. The Commission meets by teleconferencing between 6-10 times per year along with meeting at the NCDA Global Conference yearly. Generally, one additional face-to-face meeting is planned, often in conjunction with one of NCDA’s Career Practitioner Institutes. All travel related expenses for the meeting at the Global Conference will be the responsibility of each Commission member. It is required that Commission members attend all meetings.
2. Commission members are responsible for working on Commission issues as well as overseeing the area that they represent.
3. Commission members spend a considerable amount of time working on related projects outside of meeting times, and work to (a) research and gather credible information, (b) advance special projects, (c) develop drafts of policies and procedures, and (d) serve on work groups related to the Commission’s mission, functions and needs.

**We are currently seeking a new Commission member to serve in the following role:**

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| * Representative with knowledge and experience as a Certified Career Counselor (CCC).
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**Representatives must meet the qualifications for the credential and will serve a 3-year term: October 1, 2019 – September 30, 2022.**

Qualifications for CCC

1. Counseling preparation:Successful completion of advanced degree (master or higher) in counselor education, counseling psychology, or closely related counseling degree. *Accepted advanced degree programs must include the following core coursework:*
* *Intro to Professional Counseling & Ethical Practice*
* *Multicultural Counseling, Cultural Identity Development, and Social Justice*
* *Human Growth & Development*
* *Career Development*
* *Counseling Theories*
* *Group Counseling*
* *Assessment & Testing*
* *Research & Program Evaluation*
1. Career Specialization**:** Minimum of 600 hours of clinical experience in career counseling, pre or post degree, under the supervision of a career counselor

OR

Minimum of 60 hours of approved continuing education units in career development research, theory, or practice.

# Selection Process

Qualified applicants will be selected for membership on the Commission based on their application forms. The selection team will most likely also schedule a video conferencing interview session with you. Once selected by the Commission, your appointment must be approved by the NCDA Board. Those selected or not selected for open positions will be notified.

Additional comments and questions can be directed to Aaron Leson, NCDA, 305 North Beech Circle, Broken Arrow, OK 74012, ph: (918) 663-7060 or (866) 367-6232, fax: (918) 663-7058 or email: aleson@ncda.org.

The application form can be found below. Applications will be accepted until September 4, 2019. Applications must be postmarked or emailed by this date to be considered. We encourage individuals from diverse backgrounds to apply for the open position.

**NCDA Credentialing Commission (CC)**

**Application Form - 2019**

Please complete this application form by **September 4, 2019** and return it to Aaron Leson, Director, NCC, (aleson@ncda.org)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am applying to be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ representative for the CC.

# Selection Criteria

**Please provide appropriate documentation as indicated below and include a resume or vita with your application form.**

1. Describe how you meet the criteria for the position you are seeking.
2. Describe your involvement in NCDA.
3. Outline how you actively use career development skills in your work.
4. The CC is currently involved with several projects including the development and implementation of the credentials and operations of the Commission. As a potential CC member, what are your professional interests and expertise? Please attach a short paragraph describing your accomplishments that relate to the needs of the Commission.
5. Identify your top reasons for wanting to serve on the Credentialing Commission and the skill sets that you bring to assist us in our work.

**Additional Criteria. Check all that you commit to:**

* Must commit to attend the CC Meetings during appointed term that are not held at the NCDA Global Conference (*Expenses will be reimbursed by the CC)*
* Must commit to attend the CC Meeting held during the NCDA Global Conference during appointed term. Expenses are not reimbursed by the CC.
* Must have strong MS Word, MS Excel, MS PowerPoint, Internet research and web based conferencing skills.
* Must be willing and able to participate in periodic conference calls.
* Must have access to and effectively communicate using email and video conferencing systems.
* Must be willing to assume additional responsibilities identified by the CC.