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***Training in Clinical Supervision for Career Counselors and Other Practitioners***

NCDA is offering a 45-hour Training in Clinical Supervision for Career Counselors and Other Practitioners. This training is for those individuals interested in clinical supervision of career development practitioners. Participants must commit to attending three full days of face-to-face training (23 hours) plus complete 22 additional hours of practicum work submitting assignments and video-recording via emails or other electronic methods. The training will be hosted as a pre-conference activity before the

2020 NCDA Global Career Development Conference.

**Training Schedule:**

Sat, June 27, 2020: 9:00 am - 5:00 pm (7 hours)

Sun, June 28, 2020: 8:00 am – 5:00 pm (8 hours)

Mon, June 29, 2020: 8:00 am – 5:00 pm (8 hours)

**Location**: Hilton Minneapolis (site of NCDA Conference)

**Trainers**: Judith Hoppin and Jane Goodman

**CEUs, Certificate and Credentialing:**

Each participant who successfully completes the training will receive 45 contact hours of continuing education credits and an NCDA completion certificate. The NCDA program will satisfy the maximum current training portion for eligibility for State and other credentialing bodies in clinical supervision. In addition, participants will be eligible to apply for the [**NCDA Certified Clinical Supervisor of Career Counseling**](https://ncda.org/aws/NCDA/pt/sp/credentials_ccscc) **(CCSCC)**.

Participants will have opportunities to practice strategies with feedback, work with case studies and learn how to transition from the role of a practitioner or administrator to the role of clinical supervisor.

**Topics will include:**

• Introduction to Clinical Supervision

• Models and Theories of Clinical Supervision

• Multicultural Aspects of Supervision

• Group Supervision and Supervisor Roles

• Preparation for the Initial Supervisory Meeting

• Mental Health Issues and Scope of Practice

• Guidelines for Effective Supervision of Career Practitioners

• Planning for On-Going Supervision

• The Supervisory Working Alliance

• Process Variables and Relationship Dynamics

• Performance Skills and Self-Awareness

• Ethical and Legal Issues in Supervision

• Evaluation of the Supervisee and Supervisor

**Cost**: $995 for NCDA members; $1095 for non-members. All participants will receive the Career Practitioner Supervision Training Curriculum, and the “Clinical Supervision of Career Development Practitioners: Practical Strategies” Monograph.

(Non-members will receive one year of NCDA membership.)

**Selection of Participants**: A maximum of 20 participants will be accepted into this training. The selection will be based on qualifications of the applicants. The review process will begin February 1st and will continue until the class is filled.

**About the Trainers:**

Judith Hoppin and Jane Goodman are the authors of the NCDA monograph, “Clinical Supervision of Career Development Practitioners: Practical Strategies” (2014).

Judith Hoppin is a Fellow and former President of the National Career Development Association.  She is the co- developer of the Career Development Facilitator

Program and a Master Trainer.   She has nine years of experience as a clinical supervisor and presently serves as the Clinical Supervisor in the Adult Career Counseling Center at Oakland University (OU) in Michigan.   With Goodman she has authored *Training in Clinical Supervision for Career Counselors and Other Practitioners, 3rd edition* and *Clinical Supervision of Career Development Practitioners: Practical Strategies.* Judith was formerly the Executive Director of Professional Development and Education Outreach in the School of Education and Human Services.

Dr. Jane Goodman is Professor, Emerita, of Counseling, at Oakland University in Michigan. She directed the Adult Career Counseling Center at Oakland for ten years. She was the 2001-2002 president of the American Counseling Association (ACA). She is a past president and Eminent Career Awardee of the National Career Development Association (NCDA), Fellow of ACA and NCDA, the author of several books, many articles and book chapters, mostly in the area of transitions and career development, including the Fourth Edition *of Counseling Adults in Transition* (with Anderson and Schlossberg) and the *NCDA Career Counseling Casebook* (with Niles and Pope).

**Application**

Please use the following format to prepare your application and return it as an attachment electronically with your last name and “Clinical Supervision” in the title. Do not write or type on this page. Applications must be received by email transmission to dpenn@ncda.org for consideration. Although additional pertinent materials may be attached, key information listed below must be summarized on the application. See list of criteria for acceptance. Please note: applications will be reviewed and not all requirements must be fulfilled for acceptance.

Identifying information

Name, employer, address, phone, email. NCDA membership number (if member)

1. Education

* List all education beyond high school, including degrees earned, institutions attended and field(s) of study
* List your three most recent continuing education experiences. Include the dates, titles or descriptions and the number of clock hours.

1. Employment History

* List your current job title
* List total years of career development experience. Minimum of 3-5 years required depending on education

List past employment and how it included the practice of career development, and/or training, and/or supervision of career services providers

Briefly describe which of the following you have done and include the frequency of your participation (not all are required).

* Conducted individual/group sessions related to career development, employability
* Conducted staff training or continuing education workshops
* Conducted courses/workshops in career planning
* Developed or delivered adult instruction or training
* Developed career development resources
* Provided clinical or administrative supervision
* Delivered presentations and/or published books or training materials related to career development
* Any other pertinent experience

1. Credentials/Memberships

* List all licenses and certifications related to counseling, psychotherapy, career counseling, career development and social work. Examples are Licensed Professional Counselor, Nationally Certified Counselor or Career Counselor, Licensed or Certified Social Worker, Career Development Facilitator/Instructor/Master Trainer, Vocational Rehabilitation Counselor (CRC)
* List all memberships in professional associations involved in counseling, counseling psychology, social work, career development, vocational psychology, workforce development, administration and/or training.

1. Technical and Videotaping Capability

Please include a statement of your capabilities in the following:

* A portion of the training will be done via on-line methods. At minimum participants must have keyboard skills, access to the Internet, ability to video-record and familiarity with sending email, email attachments and video.
* After the face to face training, participants are required to submit at least two 20-30 minute video-recordings demonstrating clinical supervisory skills. They will also be required to provide a written review explaining the session and their performance and approach.
* Bringing a laptop or tablet to the training is desired

1. Commitment

Describe how you intend to use the knowledge and skills gained from the successful completion of the Clinical Supervisor Training to provide clinical supervision to career development and other practitioners.

Return your application electronically as an attachment to [dpenn@ncda.org](mailto:dpenn@ncda.org). The review time will start February 1st and will continue until the class is filled.