



National Career
Development
Association

Training and Education Council Solicitation and Application Form

****Please consider applying for 1 of 3 open positions on the TEC.
Applications will be accepted through April 22, 2024.**

March 13, 2024

TO: NCD A Master Trainers, NCD A Instructors, NCD A FCD/SCDA/CPS Completers, and NCD A Credential Holders

FROM: Mary Ann Powell, NCD A Special Projects Director

SUBJECT: NCD A Training and Education Council – *Seeking Applicants for Open Positions*

The National Career Development Association is seeking applicants to fill three open positions on the NCD A Training and Education Council (TEC). Below is the NCD A Training and Education Council Application Form and supporting documentation.

The Training and Education Council is responsible for oversight and advisement of NCD A's current training programs including Facilitating Career Development (FCD), Career Practitioner Supervision (CPS), and School Career Development Advisor (SCDA) and any such future training curricula approved by the NCD A Board.

Applications will be accepted until April 22, 2024 at midnight Eastern Time. The individuals selected for the TEC will be notified by May 13, 2024. We encourage individuals from diverse backgrounds to apply for these open positions.

The term of office for these open positions will require board approval and will begin October 1, 2024 through September 30, 2027. A required meeting is planned for February or March 2025 at a location to be determined. An additional meeting will be scheduled during the 2025 NCD A Global Career Development Conference in Atlanta, Georgia. The selected individuals will also be invited (but not required to attend) the TEC Meeting on June 25, 2024 prior to the 2024 NCD A Global Career Development Conference in San Diego, California. It is required that TEC members attend all meetings during their tenure. The TEC will also meet throughout the year via periodic conference calls.

We hope you will consider submitting your application to serve on the NCD A TEC. If you have any questions, please do not hesitate to contact Mary Ann Powell at (918) 663-7060 or email mpowell@ncda.org.

**National Career Development Association
2024 Training and Education Council (TEC)**

The National Career Development Association is currently seeking applicants to serve on the Training and Education Council (TEC). The TEC is responsible for initiating new ideas, implementing those ideas and communicating with the specific group each member represents. Activities include travel to a yearly meeting in February or March and attendance at the annual NCDCA Global Career Development Conference, periodic conference calls, and communication via e-mail. TEC members are expected to serve on special projects and special work groups as needed.

The TEC consists of 8 individuals serving a minimum 3-year term. The following outlines the Training and Education Council and its rotation schedule.

The Council will be organized with 8 members familiar with the three current NCDCA Training Programs:

- **OPEN** School Career Development Advisor (SCDA) Training Representative
3-year term; October 1, 2024 – September 30, 2027
- **OPEN** TWO (2) At-Large Representatives
A total of three At-Large Registry Members representing various NCDCA membership specialty groups and other areas of interest to the TEC
3-year term; October 1, 2024 – September 30, 2027
- Career Practitioner Supervision Training Representative
3-year term; October 1, 2023 – September 30, 2026
- Facilitating Career Development (FCD) Training Master Trainer Representative
2-year term; October 1, 2023 – September 30, 2026
- Facilitating Career Development Instructor Representative
3-year term; October 1, 2023 – September 30, 2026
- Facilitating Career Development Practitioner Representative
3-year term; October 1, 2022 – September 30, 2025

Terms:

Each position will be a 3-year term. Each member may serve up to 2 consecutive 3-year terms (total of 6 years). After that time, a 5-year absence is required before one can reapply for the TEC.

General Guidelines for Representatives

Training Program Reps

- Must be a trainer or participant in appropriate NCDCA Training Program.
- Member of the registry associated with the position; actively teaching the training program with thorough understanding of its competencies, protocols, and audiences.
- Must hold one or more NCDCA credentials.

- Understanding and experience of group work and independently motivated to complete volunteer work as assigned.
- Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training).

At-Large Reps

- Must be a trainer or participant in at least one NCDA Training Program.
- Must hold one or more NCDA credentials.
- Must be familiar with NCDA Training Programs, competencies, protocols, and audiences.
- Understanding and experience of group work and independently motivated to complete volunteer work as assigned.
- Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training).

Additional Liaisons

- NCDA Board Member Liaison
- NCDA Staff Member

The Council application forms must be emailed, and date stamped by April 22, 2024 (midnight Eastern Time) to be considered. Notifications will be sent to all applicants no later than May 13, 2024.

Additional comments and questions regarding the NCDA TEC can be directed to Mary Ann Powell, NCDA, 305 North Beech Circle, Broken Arrow, OK 74012, ph: (918) 663-7060 or email: mpowell@ncda.org.

**National Career Development Association
Training and Education Council
Application Form – 2024**

Please complete this application form by April 22, 2024, midnight Eastern and return it to: NCDA, 305 North Beech Circle, Broken Arrow, OK 74012. Questions? (918) 663-7060; email: mpowell@ncda.org

Name _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Selection Criteria

To be eligible to serve on this Council you must meet one of the following criteria. Please provide appropriate documentation for each box checked. In addition to the information below, please include a resume or vita with your application form.

Open Positions

- School Career Development Advisor
- At-Large
- Master Trainer
- FCD Instructor

Please Check All That Apply:

- Completer or Instructor of NCDA Facilitating Career Development Training Program
- Completer or Instructor of an NCDA School Career Development Advisor Training
- Completer of an NCDA Career Practitioner Supervision Training

AND

- Current member of NCDA
- NCDA Credential holder
 - CCSP
 - CCC
 - CMCS
 - CCSCC
 - CSCDA

Please answer the following questions. Attach additional pages as needed.

The NCDA Training and Education Council will be involved in numerous projects during the year. As a potential NCDA TEC member, what are your professional interests and expertise? Please attach a short paragraph describing an accomplishment related to these professional interests.

- Policies and Procedures Development
- Online Learning
- Instructional Design
- Technology
- Promotion and Marketing of NCDA Training Programs
- Development of Curriculum or Training Materials

One of the identified goals of the TEC is to promote integrity and quality of NCDA training programs. How would your skills, interests, and ideas help meet this goal? Please limit your response to 2 - 3 paragraphs.

The TEC often works with revising and enhancing the curriculum. Describe your experience in instructional design, online learning, learning management platforms, or customized training. Please limit your response to 2 - 3 paragraphs.

Identify your top reason for wanting to serve on the TEC and the skill sets that you bring to assist us in our work.

Additional Criteria. Check all that apply:

- Must commit to attend the NCDA TEC Meeting in February/March 2025 at a location TBD. (*Expenses will be reimbursed by NCDA*)
- Must commit to attend the NCDA TEC Meeting held during the annual 2025 NCDA Global Career Development Conference (June 18 – 20, 2025) held in Atlanta, Georgia. (*Expenses are not covered to attend this meeting*).
- Must be willing and able to participate in periodic conference calls.
- Must be willing to assume additional responsibilities identified by the TEC.

Selection Process

Qualified applicants will be selected for membership on the TEC based on their application forms. Notifications will be sent to all applicants no later than May 13, 2024.

*****Submit entire application and documentation within 1 .pdf file. Multiple files will not be accepted.***