NCDA | National Career Development Association

NCDA FCD Master Trainer Preceptor Handbook
for
Conducting the NCDA FCD
Master Trainer Training

2024

NCDA FCD MASTER TRAINER PRECEPTOR HANDBOOK

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INTRODUCTION

The materials contained in this handbook are the resources that NCDA Facilitating Career Development (FCD) Preceptors will use when conducting their training for individuals to become master trainers for NCDA's FCD Training and Certification Program.

At this time, completion of the NCDA FCD Training and Certification Program leads an individual to qualify to apply for two credentials: NCDA's Certified Career Services Provider and CCE's Global Career Development Facilitator. It is important that an instructor thoroughly understands both credentials and each application process. Some information is provided here about each credential application process; however, detailed application information is available through each credential's website.

If you have any questions about the NCDA FCD Training Program, contact Mary Ann Powell, National Career Development Association, mpowell@ncda.org or (918) 663-7060 or visit the NCDA website, www.NCDA.org.

SECTION ONE

GENERAL INFORMATION

Process for Offering an NCDA FCD Master Trainer Training

NCDA regulates all offerings of the NCDA Master Trainer Training nationally and internationally. NCDA will notify all NCDA FCD Master Trainers regarding an RFP for preceptor selection.

1. Preceptors for any Training will be chosen and approved as outlined in the ***TEC Policy and Procedures manual – Planning an NCDA Sponsored Training Program***.

2. NCDA will handle logistics, registration, and compensation of NCDA FCD Master Trainer Trainings.

3. Preceptors must follow the Master Trainer Training agenda and learning objectives for all NCDA Master Trainer Trainings nationally or internationally. For international groups **only**, this agenda may be tweaked for appropriateness for that group and with review by NCDA staff.

Working with International NCDA Master Trainer Applicants

It is important for international instructor applicants to understand that their becoming an NCDA Master Trainer means that these individuals (like their American counterparts) are eligible to deliver NCDA's Facilitating Career Development Instructor training. For any questions about delivering Master Trainer training internationally, first check with NCDA staff.

Master Trainer Trainings (internationally or nationally) may not be delivered without permission of NCDA.

Licensing Agreements

NCDA partners with business or non-profit entities who seek to establish a Facilitating Career Development (FCD) Program in a country/region outside of the US. These NCDA Business Partners are granted rights to adapt and translate the NCDA FCD Curriculum through a training licensing agreement. In addition, credentialing options are available. This Licensing Agreement involves a financial commitment from the business partner to complete the curricula development, establish a system to launch the program, develop a registry of certified instructors, etc. NCDA assists throughout the process. The financial commitment includes a one-time licensing fee, ongoing royalties based on training fees/manuals used, and credentialing application fees. These organizations may be from higher education, business and industry, or school districts in regions where NCDA does not have a presence. For more information on licensing agreements, contact mpowell@ncda.org.

For entities and/or individuals (certified instructors outside of the US) who simply want to adapt the existing NCDA FCD Student Manual to include pertinent country/region labor marketing information, the prevailing price of the Instructor Manual and Student Manual is enforced for use outside of the US. All policies for instruction must be followed.

Copyright Laws

NCDA abides by U.S. Copyright Laws. All rights are reserved by NCDA, and content [NCDA FCD Instructor Manual or NCDA FCD Student Manual] may not be reproduced, downloaded (unless eBook has been purchased), disseminated, published, or transferred in any form or by any means, except with the prior written permission of NCDA, or as indicated below. Copyright infringement is a violation of federal law subject to criminal and civil penalties.

SECTION TWO

NCDA MASTER TRAINER TRAINING AGENDA

OUTLINE OF NCDA FCD MASTER TRAINER TRAINING

Agenda	Resource
Application Process and Review	
Preceptor sends applications out to NCDA FCD Master Trainer candidates	Appendix 1: Forms
Pre-Meeting	

Preceptor completes before contact training time with Master Trainer candidates.
 	
• Prepare any pre-assignments required for training.
• Set up NCDA FCD Master Trainer Training, communicate assignments, agenda, meeting times, location.
• Identify and describe all assignments and due dates and modality delivery for learning objectives.
• Set up access to sample courses, web resources, and NCDA Instructor Registry resources.
•
	Manual/websites
	
	www.ncda.org
	
	Instructor/Registry Members Only
	
	FCD Instructor Manual
	  Online
	  Print

Pre-Training Candidate Assignments	
Preparing for NCDA's Master Trainer Training • Plan to bring a laptop – utilizing online resources and a copy of the NCDA Instructor Manual (newest edition). • Review the materials listed on the Instructor/Registry Members Only (log in to access). Identify any questions in reference to these materials. • Candidates must complete all required assignments and be present for the entire Training. • Candidates must come with all the assignments below completed and ready to deliver as a part of the training. Be prepared to share your assignment via LCD projector or a share screen feature during the Training. • Each assignment should be of the best quality and be ready to use in an NCDA Instructor Training. • The FCD training must include Modules 1 – 9, covering all 12 competencies and meeting the minimum time requirements set by NCDA.	Master Trainer Handbook Resources on Instructor/Registry Members Only website
Assignment 1: Delivering Training to Adults	

Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 4 items below:
 	
• Identify 2-3 types of challenging behaviors that adult learners might demonstrate.
	FCD Instructor Manual
	  Online
	  Print

• Apply techniques for working with challenging behaviors of adult learners through analysis of case studies and discussion. • Define the training cycle for working with adults. • List 2-3 key characteristic of adult learners and explain how these characteristics impact NCDA Instructor Training.	
Assignment 2: Business Knowledge	
Each Master Trainer candidate will provide a 10-15 slide PPT that will show how to start a business to deliver the NCDA Instructor program by identifying the following: • Business incorporation standards in your state (LLC, INC, name of business). • Tax ramifications in your state. • Liability insurance for self and for company. • Use of subcontractors, interns, or employees. • Start-up funding.	Manuals, Resources on Instructor/Registry Members Only website
Assignment 3: Facilitating Career Development Course Content and Delivery	
Each Master Trainer candidate will provide a word document for the 2 items below: • Demonstrate 2 ways of delivering the FCD curriculum using 2 different modalities, i.e. face-to-face models and hybrid deliveries. • Identify and present 2-5 best practices (i.e. course delivery or course instruction) from the candidate's NCDA FCD course.	Handbook Appendix 1
Assignment 4: Administrative Compliance for Certification and NCDA	
Each Master Trainer candidate will provide a PPT (about 15 minutes in length) that will respond to the 2 items below: • Describe the process for NCDA Facilitating Career Development learners to achieve CCSP, CSCDA, CMCS, CCC credentials, including how to locate study guides for NCDA Credentials. Explain the difference between a Certificate of Training Completion and a credential. Explain to apply for a GCDF credential through CCE. • Show a Certificate of Training Completion that complies with NCDA requirements. • Explain how to register as a new instructor on the NCDA Registry.	Resources on Instructor/Registry Members Only website NCDA Credentialing Website

Assignment 5: Technology Expertise	
Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 2 items below: • Prioritize strategies for overcoming student technology obstacles in using LMS or video conferencing technology. • Describe research strategies for purchasing LMS software and servers.	
Assignment 6: Instructor Course Development and Marketing	
Each Master Trainer candidate will develop and provide a PPT on marketing: • Develop and present a PPT that will show how you will address marketing FCD courses. • An FCD course refers to delivering NCDA's entire FCD course, not components of it embedded in another course or components of the course as Trainings.	
Assignment 7: Rating Instructor Applicants	
Each Master Trainer candidate will demonstrate ability to rate instructor applicants: • Using the NCDA Instructor Applicant Rating Sheet required for the evaluation of potential Instructor candidates, rate three sample applications according to standards.	Master Trainer Handbook
Assignment 8: Construct a "Plan of Action" for Remediation of Instructors	
Each Master Trainer candidate will construct a "Plan of Action" for the remediation of rejected Instructors: • Clearly identify each deficit area and state 3 ways to remediate each area. • Include a timeline for this to be accomplished to your satisfaction.	Master Trainer Handbook

Master Trainer Training Learning Objectives

Facilitating Career Development and Instructor Courses Content and Management

1. Demonstrate 3 ways of delivering the Facilitating Career Development curriculum using 3 different modalities, i.e.; LMS platforms, in person models, and virtual deliveries.

2. Select 4 chapters from the NCDA FCD curriculum and identify learning objectives, connections to the competencies in chart format.
3. Produce a presentation that summarizes 10-12 key points to consider regarding the delivery of the course.
4. Produce and present 2-5 best practices for teaching the NCDA Facilitating Career Development course.
5. Participate in discussions about challenging portions of the NCDA curriculum and its delivery.
6. Outline NCDA requirements for delivering the NCDA Facilitating Career Development training.

Business Knowledge

1. Each Master Trainer candidate will provide a short presentation that will show how to start a business to deliver the FCD and Instructor Trainings by identifying the following:
    a. Business incorporation standards in your state (LLC, INC, name of business).
    b. Tax ramifications in your state.
    c. Liability insurance for self and for company.
    d. Use of subcontractors, interns, or employees.
    e. Start-up funding.

Rating Instructor Candidates

1. Using the [NCDA Instructor Applicant Rating Sheet](#) required for the evaluation of potential Instructor candidates, rate three sample applications according to standards.
2. Construct a "Plan of Action" for the remediation of rejected Instructors. Clearly identify each deficit area and state 3 ways to remediate each area. Include a timeline for this to be accomplished to your satisfaction.

Administrative Compliance for Credentialing and NCDA

1. Describe the process for NCDA Facilitating Career Development learners to achieve credentialing to include all NCDA credentials, particularly the CCSP and CCE's GCDF.
2. Explain how to register as a new instructor on the NCDA Registry.

Delivering Training to Adults

1. Identify 2-3 types of challenging behaviors that adult learners might demonstrate.
2. Apply techniques for working with challenging behaviors of adult learners through analysis of case studies and discussion.
3. Define the training cycle for working with adults.
4. List 2-3 key characteristic of adult learners and explain how these characteristics impact NCDA Instructor Training.

Technology Expertise

1. Prioritize strategies for overcoming student technology obstacles in using a Learning Management System (LMS) or video conferencing technology.

2. Describe research strategies for purchasing LMS software and servers.
3. Through participation in a seminar discussion, describe the challenges faced with technology in the delivery of NCDA Facilitating Career Development training and how you handled these challenges.

Instructor Course Development and Marketing

1. Develop and present on how to market NCDA's Instructor training including a plan for marketplace analysis.
2. Develop and present a course design for instructor training using the tool "Suggested Delivery Modality Options for each Learning Objective (page 8 MT Handbook) for NCDA Instructor Training."

Training Overview

Candidate performance will be assessed in the following ways:
1. The quality of the assigned homework provided prior to the training.
2. The information provided on their initial application.
3. Their performance and participation during the training.

Subject Matter Included in Master Trainer Training:
1. Delivering Training to Adults.
2. Business Knowledge.
3. Facilitating Career Development Course Content and Management.
4. Rating Candidates.
5. Administrative Compliance for NCDA Credentialing.
6. Technology Expertise.
7. Instructor Course Development and Marketing.

Delivery of Training

NCDA will choose the delivery of the NCDA Master Trainer Training. Training may be conducted in-person pre- or post-conference or other NCDA meetings. Training may also be conducted solely online following appropriate online training guidelines. There will be required assignments to be completed prior to the face-to-face or remote delivery component of the training.

Pre-Training Candidate Assignments

Preparing for NCDA's Master Trainer Training
1. Plan to bring a laptop – we will be utilizing online resources and a copy of the current edition of the NCDA FCD Instructor Manual.
2. Review the materials listed on the NCDA Instructor website (you must log in to access). Identify any questions that you have in reference to these materials.
3. Applicants must complete all required assignments and be present for the entire training.

4. Candidates must come with all the assignments below completed and ready to deliver as a part of the training.
5. Each assignment should be of the best quality that you can deliver and be ready to use in an NCDA Instructor Training that you might conduct.
6. Throughout our training, references to an FCD course mean the entire FCD curriculum (Chapters 1-14) and being compliant with the contact requirement. An FCD course is not chapters or content of the course embedded in another course or covered in Trainings.

Assignment 1: Delivering Training to Adults
Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 4 items below:
1. Identify 2-3 types of challenging behaviors that adult learners might demonstrate.
2. Apply techniques for working with challenging behaviors of adult learners through analysis of case studies and discussion.
3. Define the training cycle for working with adults.
4. List 2-3 key characteristic of adult learners and explain how these characteristics impact NCDA Instructor Training.

Assignment 2: Business Knowledge
Each Master Trainer candidate will provide a 10-15 slide PPT that will show how to start a business to deliver the NCDA Instructor program by identifying the following:
1. Business incorporation standards in your state (LLC, INC, name of business)
2. Tax ramifications in your state
3. Liability insurance for self and for company
4. Use of subcontractors, interns, or employees
5. Start-up funding

Assignment 3: Facilitating Career Development Course Content and Delivery
Each Master Trainer candidate will provide a word document for the 2 items below:
1. Demonstrate 2 ways of delivering the FCD curriculum using 2 different modalities, i.e. face-to-face models and hybrid deliveries.
2. Identify and present 2-5 best practices (i.e. course delivery or course instruction) from the candidate's NCDA FCD course.

Assignment 4: Administrative Compliance for Certification and NCDA
Each Master Trainer candidate will provide a PPT (about 15 minutes in length) that will respond to the 2 items below:
1. Describe the process for Facilitating Career Development learners to achieve CCSP, CSCDA, CMCS, CCC credentials, including how to locate study guides for NCDA Credentials. Explain the difference between a Certificate of Training Completion and a credential. Explain how one could apply for a GCDF credential through CCE.
2. Show a Certificate of Training Completion that complies with NCDA requirements.
3. Explain how to register as a new instructor on the NCDA Registry.

Assignment 5: Technology Expertise
Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 2 items below:
1. Prioritize strategies for overcoming student technology obstacles in using LMS or video conferencing technology.
2. Describe research strategies for purchasing LMS software and servers.

Assignment 6: Instructor Course Development and Marketing
1. Develop and present a PPT that will show how you will address instructors in training about marketing FCD courses. An FCD course refers to delivering NCDA's entire FCD course, not components of it embedded in another course or components of the course as Trainings.

Assignment 7: Rating Instructor Applicants
1. Using the NCDA Instructor applicant rating sheet required for the evaluation of potential Instructor candidates, rate three sample applications according to standards.

Assignment 8: Construct a "Plan of Action" for Remediation of Instructors
1. Construct a "Plan of Action" for the remediation of rejected Instructors.
2. Clearly identify each deficit area and state 3 ways to remediate each area.
3. Include a timeline for this to be accomplished to your satisfaction.

In-class Candidate Assignments

Some demonstration of knowledge and competencies will take place during the face-to-face portion of the training. Training content will include the following objectives.

Delivering Training to Adults: Possible review or Small Group Activities to share what they learned from their assignments.

Business Knowledge: Possible Small Group Activity to share ideas and best practices.

Facilitating Career Development Course Content and Management:
1. Demonstrate 3 ways of delivering the FCD curriculum using 3 different modalities, i.e.; LMS platforms, face-to-face models, and hybrid deliveries.
2. Produce a PPT that summarizes 10-12 key points to consider regarding the delivery of the course.
3. Identify and present 2-5 best practices (i.e. in course delivery or course instruction) from the candidate's experience for teaching the NCDA FCD course.
4. Participate in discussions about challenging portions of the NCDA curriculum and its delivery.

Rating Instructor Candidates
1. Using the NCDA FCD Instructor Application Rating Sheet required for the evaluation of potential Instructor candidates, rate three sample applications according to standards.

2. Construct a "Plan of Action" for the remediation of rejected Instructors. Clearly identify each deficit area and state 3 ways to remediate each area. Include a timeline for this to be accomplished to your satisfaction.

Administrative Compliance for Certification and NCDA
1. Review the process for credentialing through NCDA (all credentials) and CCE.

Technology Expertise
1. Describe the challenges faced with technology in the delivery of NCDA Facilitating Career Development training and how you handled these challenges.
2. Through participation in seminar discussion, describe and present a course design for instructor training (hybrid, face-to-face, eLearning) using the tool "Suggested Delivery Modality Options for each Learning Objective for NCDA Instructor Training" (page 8 of MT Handbook)

Instructor Course Development and Marketing
1. Develop and present a course design for instructor training (hybrid, f2f, e learning) using the tool "Suggested Delivery Modality Options for each Learning Objective for NCDA Instructor Training" (page 8 of MT Handbook)

Face-to-Face Training Agenda

Day One

Time	Topic	Activity	Presenter
8:00 am	Welcome and Training Overview	Discussion	Preceptor
	Warm Up Activity	Small Group Activity	Preceptor/Candidates
	FCD Course Training Specifics See NCDA Instructor Handbook Introduce Instructor Manual Outline NCDA requirements for delivering the Facilitating Career Development training • $1,000 + cost of manual for public courses (open to public) • 24 hours of contact time (combo f2f, remote [must use video conferencing])	Lecture/PPT/Discussion	Preceptor
	NCDA Instructor Selection & Training Specifics See NCDA Instructor Handbook Review NCDA requirements and selection process for becoming an NCDA Instructor Practice in Rating Candidates to become Instructors (See NCDA Instructor Handbook) Plan for remediation of inadequate Instructor candidates	Lecture/PPT/Discussion Activity	Preceptor/Candidates
	AFTERNOON		
	Warmup activity		
	Delivering Training to Adults – pre assignment ppt & discussion		
	Facilitating Career Development Course Content and Delivery – pre assignment		

Day Two

Time	Topic	Activity	Presenter
8:00 am	Welcome and Review	Discussion	Preceptor
	Explain all NCDA credentials and pathways. Be sure that attendees understand the difference between GCDF Instructor and NCDA FCD Instructor. Explain NCDA Instructor Registry. Difference between certificate of training completion and a credential.		

	Business knowledge	Lecture/PPT/Discussion Activity	Preceptor/Candidates
	AFTERNOON		
	Unfinalized stuff pp. Section 3 in Instructor Handbook		Preceptor/Candidates
	Technology Expertise	Presentations	Preceptor/Candidates
	Instructor Course Development and Marketing – pre course assignment	Small Group Activity	Preceptor/Candidates
	Wrap Up/Q&A/Certificates/Adjourn	Discussion	Preceptor

Remote Delivery

Provide NCDA FCD Master Trainer Candidates with access to an online Learning Management System. Provide detailed assignments and required completion dates.

8 meetings – 1.5 hour on each topic   Kick off – Course orientation

Topic	Preceptor	Session Date & start time (90 minutes)	Online Assignment Due date	Online Assignment	F2F Assignment
Welcome					
Kick off Course Orientation					
Business Knowledge					
Adult Training					
Business Knowledge					
Technology					
Credentialing					
Marketing					
FCD Course Content					
Instructor Mechanics – Handbook & Rating Practice					
Certificates Sent from HQ					

<u>**Remote Agenda**</u>

KICKOFF Webinar / Course Orientation
[date and time]

Webinar Topic: Developing Instructor Business Knowledge
[date and time]

Due prior to Developing Instructor Business Knowledge Webinar [due date]

1. Each Master Trainer candidate will submit a Word or PDF document (no more than 2 pages) explaining how you will integrate marketing and business knowledge into your training of instructors. In particular, you should provide a template and key resources for marketing FCD training and template **and** key resources for starting a business. For both of these areas, you should provide an example of an assignment that Instructor learners will complete to practice these skills. In summary, your content must include:
    a. Template for developing a marketing strategy for FCD training (and key learning resources).
    b. Template for starting a business (and key learning resources).
    c. The assignments for developing a marketing plan and business startup plan that you will ask your master trainer candidates to complete as a part of their training.

Be Prepared to Discuss and Present: Each master trainer candidate will present a 5-minute synopsis of their plans for teaching about marketing and assignment and a 5-minute synopsis of their plans for teaching about starting a business and assignment.

Webinar Topic: Delivering Training to Adults
[date and time]

Due Prior to Delivering Training to Adults Webinar [due date]

Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 4 items below:

1. Identify 2-3 types of challenging behaviors that adult learners might demonstrate.
2. Apply techniques for working with challenging behaviors of adult learners through analysis of cases studies and discussion.
3. Define the training cycle for working with adults.
4. List 2-3 key characteristics of adult learners and explain how these characteristics impact NCDA Instructor Training.

Be Prepared to Discuss and Present: Each NCDA Master Trainer candidate should be prepared to discuss the above items as well as contribute knowledge and personal experiences when training adults.

At the conclusion of this webinar:

- ✓ Share types of challenging behaviors of adult learners
- ✓ Share at least one case study and lead a brief discussion
- ✓ Share 2 key characteristic of adult learners and how these characteristics impact our NCDA Training

Webinar Topic: Technology
[date and time]

Due Prior to Technology Webinar [due date]

1. Each NCDA Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 2 items below. Keep in mind that the Master Trainers conducting this training will review this product prior to the scheduled date of the webinar. You will be expected to analyze the PPTs of the other participants and participate in a lively discussion during the webinar.

Prioritize strategies for overcoming student technology obstacles using LMS or video conferencing technology
Suggestions for PPTs include: development of a survey of expertise prior to the start of the training to ascertain current knowledge base and ease of procuring tech help.

Describe research strategies for purchasing LMS software and service
Suggestions for PPTs (5-10 slides) include: overview of common, free or inexpensive platforms such as Canvas, Zoom. Include the incorporation of Google Docs, Chat, Dropbox or We transfer, etc. for file sharing and direct communication. Include discussion of data transfer safeguards, confidentiality. Discussion of crucial, common features needed in LMS used and where to seek quality evaluation of software.

Be Prepared to Discuss and Present:

1. Describe the challenges faced with technology in the delivery of FCD training and how you have handled, met or plan to meet these challenges. (5-minute time limit to discuss one instance)

2. Using the approved Suggested Modality Options for each Learning Objective for the NCDA Instructor Training, describe and present a course design for the FCD Instructor training especially featuring evaluation of FCD candidates in an online format.

The NCDA Master Trainer Preceptor will expect to hear answers to:

1. How many hours is attributed to each of the course components?
2. How much f2f time is allotted or looked for?
3. How do you ensure quality participation in attendance, authentic participation, grading, outcomes?
4. How will you measure FCD objectives in the affective domain?

Webinar Topic: Understanding Credentialing.
[date and time]

Due Prior to Understanding Credentialing Webinar [due date]

1. Each Master Trainer candidate should review the [NCDA Credentialing website](). Each candidate will prepare a Word or PDF document that describes how they will teach Instructors about credentialing. These specific topics must be addressed:
   a. Describe the differences and similarities between these credentials: NCDA's CCSP, CMCS, CSCDA, CCC and CCE's GCDF.

b. How will the instructor respond to the question: Which credential should I choose? Since Instructors are expected to brief their learners about all credentials and provide information for the learner's decision making, your NCDA Master Trainer Training team assumes that the instructor is presenting unbiased information not directing learners to only one credential.

c. How will the NCDA Master Trainer candidate prepare instructors to respond to this end user question: "I get a credential at the end of my training, right?"

Be Prepared to Discuss and Present:

Respond to and ask questions about credentialing, NCDA credentials, and CCE's GCDF credential. Each NCDA Master Trainer candidate will present a 5-minute synopsis of their plans for teaching about credentialing in their Instructor Training. It is very important that NCDA Instructors are knowledgeable about credentialing (NCDA, CCE, and other credentials).

Following this Training, the NCDA Master Trainer candidate must successfully complete a quiz about credentialing. That quiz will not be available before this Training.

Webinar Topic: Marketing
[date and time]

Due Prior to Marketing Webinar [due date]

1. Each NCDA Master Trainer candidate will develop and present a PPT (5-10 slides) that will address the item below. Keep in mind that the Master Trainers conducting this training will review this product prior to the scheduled date of the webinar. You will be expected to analyze the PPTs of the other participants and participate in a lively discussion during the webinar.

Develop and present a PPT that will show how you address training applicant Instructors about marketing FCD courses in their entirety. An FCD course refers to the delivery of the NCDA entire FCD course, not components of it embedded in another course or component of the course as a Training.

Suggestions for PPTs include: developing your brand, professional social media outlets, targeting workforce development agencies, identifying sources of funding that may be used by qualified individuals.

Be Prepared to Discuss and Present:

Each NCDA Master Trainer will have 5 minutes to identify specific markets (local, online,) how to access and ROI perceived for each. Include marketing campaigns, use of professional social media and networking to achieve results in a specific time frame.

The NCDA Master Trainer preceptor will expect to hear answers to:

1. Targeting likely qualified FCD Instructor candidates.
2. Ensuring that FCD Instructor candidates will produce quality courses meeting best standards.

3. Using the current NCDA website properly, pricing your FCD course, academic credit or not, use of required Student Manual adding in additional features such as video, readings, field trips, etc.

Webinar Topic: NCDA Facilitating Career Development Training and Certification Program Content and Delivery.
[date and time]

Due Prior to Facilitating Career Development Course Content and Delivery Webinar [due date]

Each Master Trainer candidate will provide a W**ord document** for the 2 items below:

1. Demonstrate 2 ways of delivering the FCD curriculum using 2 different modalities, i.e. face-to-face models and hybrid deliveries.
2. Identify and present 2-5 best practices (i.e. in course delivery or course instruction) from the candidate's experience for teaching the NCDA FCD course.

Be Prepared to Discuss and Present:

NCDA Master Trainer will share, via format of your choosing, demonstration of delivering the FCD curriculum in 2 modalities. Share 1 or 2 of your best practices in the delivery of the course instruction.

[assign NCDA Master Trainer candidates to specific chapters]

Webinar Topic: Instructor Mechanics – Handbook Review and Rating Practice
[date and time]

Due Prior to Instructor Mechanics Webinar [due date]

1. Each NCDA Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to one item below. Keep in mind that the Master Trainers conducting this training will review this product prior to the scheduled date of the webinar. You will be expected to analyze the PPTs of the other participants and participate in a lively discussion during the webinar.

Review and discuss the current Master Trainer Handbook

Suggestions for PPTs include: Key points of the NCDA Master Trainer Handbook especially preparation for the training in both f2f and online modalities for delivery.

OR

Analyze the rubric for the selection of NCDA FCD Instructor candidates.

Note: You will be provided with several examples of actual FCD Instructor candidate applications. Expect to defend your choice as to acceptance, why or why not?

Do not stray from the rubric, knowledge of current conditions of possible candidates in your purview does not constitutes a reason for variance.

Review the requirements for the training of international instructor candidates.

Be Prepared to Discuss and Present:

Discuss the key points of the NCDA Master Trainer Handbook, evaluation of Instructor candidates, how to offer suggestions of areas of improvement to candidates who are not yet qualified and how to check the integrity of the paper application claims. To be included will be a discussion of "publications" and work experience in career development.

SECTION THREE

MASTER TRAINER QUALITY
and ACCOUNTABILITY

LEVELS OF NCDA'S FACILITATING CAREER DEVELOPMENT TRAINING PROGRAM

NCDA FCD Preceptor Qualifications

NCDA FCD Master Trainer Qualifications

- Master Trainers are current instructors selected through an application process. Selection is based on specific criteria, commitment, and instructor experience.
- Training is scheduled on as "as needed" basis or approximately every 3 years. Dates and deadlines will be announced on the NCDA website and NCDA will notify everyone on the NCDA Instructor Registry about future training.
- NCDA offers an Instructor Registry and a training calendar on their website to assist in recruitment of qualified individuals to become new NCDA FCD Instructors.

NCDA FCD Instructor Qualifications

- Selected through an application process. Selection is based on education, experience, adult training abilities and commitment.
- Applicants must meet minimum qualifications as indicated on NCDA website.
- Instructors must successfully complete an instructor training program given by an NCDA FCD Master Trainer to become an NCDA FCD instructor.
- NCDA offers an Instructor Registry and a training calendar on their website to assist in recruitment of qualified individuals to become new NCDA FCD Instructors.

NCDA INSTRUCTOR REGISTRY

- The NCDA Instructor Registry offers:
    - Advertisement of the NCDA's website of your training classes
    - Automatic receipt of updates to curriculum
    - Your name appears on the Registry as an NCDA Instructor or Master Trainer
    - Your notifications of any updates or changes to rules and notification of upcoming available trainings and conferences
- To maintain your NCDA FCD instructor status, you must join the NCDA Instructor Registry each year and maintain your NCDA membership.
- For NCDA FCD student completers to apply for the CCSP credential, their instructor must maintain membership on the NCDA Instructor Registry.

NCDA FCD Instructors must obtain 30 hours of Continuing Education every 3 years to remain active on the NCDA FCD Instructor Registry. NCDA FCD Instructors should follow the NCDA Credentialing Commission's Guide to Continuing Education

Continuing Education Requirements for FCD Master Trainers

NCDA FCD Master Trainers must provide evidence of continuing education in the field of career development. This continuing education may be leadership or service in professional career organizations, publication of career-related articles or materials, development of career Trainings or curriculum, and innovations in delivery of career services. NCDA Master Trainers and Instructors must obtain 30 hours of Continuing Education every 3 years listed on the Instructor Registry.

Annual Master Trainer Fee

A NCDA Master Trainer must be listed on the NCDA Master Trainer registry. The annual fee is set by NCDA and provides NCDA Master Trainers the opportunity to list their instructor classes on the NCDA website, in addition to purchasing the NCDA Instructor Materials. Currently the fee is $50 per year.

Training Assessment and FCD Instructor Registry

Each NCDA Master Trainer will provide each FCD Master Trainer completer with a link to complete a Master Trainer survey. NCDA will provide a link for Master Trainer Training evaluation.

Master Trainers will be required to complete an Annual Master Trainer Assessment on the NCDA Hub Learning Platform (coming Fall 2024). To prepare for the brief assessment, master trainers should review the NCDA FCD Handbooks and be familiar with all requirements of the FCD Training Program. Successful completers of the assessment will remain active on the NCDA FCD Instructor and Master Trainer Registry.

If a master trainer fails the assessment, they will be given 30 days to review the FCD Handbooks and NCDA FCD website prior to repeating the assessment. Those not passing the second assessment will be removed from the NCDA FCD Instructor and Master Trainer Registry and may not instruct the FCD Training Program without approval of NCDA Headquarters.

APPENDIX 1

FORMS

National Career Development Association
Facilitating Career Development Master Trainer Application

Please return this completed application form via email no later than [date] 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

FCD Master Trainer Applications: Completed applications are due [date]. Notifications will be made no later than [date]. Registration fee must be paid in full by [date].

Registration Fee: $2,650 USD payable once you receive confirmation of acceptance into the Master Trainer Program.

Cancellation Policy: Cancellations received in writing prior to [date] will be subject to a $50 process fee. No refunds will not be issued after this date.

Dates: [dates and times]. Training attendees will be expected to complete and submit assignments pre- and post-training.

Location: [location]

*NCDA retains the right to cancel this Training if there is
not a minimum of 10 qualified and paid attendees.*

Purpose: **To select and train a highly selective small group of outstanding NCDA Facilitating Career Development Instructors to deliver high quality NCDA Facilitating Career Development Instructor trainings.** *This training will require extensive pre/post training readings and resource development in conjunction with the latest NCDA Facilitating Career Development curriculum. Selected individuals must attend the entirety of the Training (in-person and online) without fail. Successful completion of this Training enables one to offer the NCDA Facilitating Career Development Instructor training.*

Selection Criteria
The application form details the qualifications to apply to become a National Career Development Association (NCDA) Master Trainer. The selection process will include completion of the application packet. The selection group may also request:
- A video conferencing interview with the candidates.
- A video of the candidate delivering career development training on one of the 12 competencies.
- Additional supportive documentation.

You must answer all questions in the order provided. All sections must be answered. Please submit responses according to application requirements. You must respond completely to each item in the narrative portion in the order above. Applicants must meet all criteria in each category of the application.

Demographic Information

Name:
Employer:
Address:
City: State: Zip:
Phone: E-Mail:

You must be on the NCDA FCD Instructor Registry. This will be verified by NCDA.

Your NCDA Facilitating Career Development training (if applicable):
Name of Instructor: Date of Completion:

Your NCDA Facilitating Career Development Instructor Training (required):
Name: Date of Completion:

Agreement
If accepted into the NCDA Master Trainer Training, I agree to the following:
1. Inform NCDA of all NCDA Instructor Training sessions that I conduct.
2. Report FCD Instructor Completers via MT Reporting Form – FCD Instructor Training Completers.
3. Select participants for FCD Instructor Training who meet established NCDA instructor criteria and provide NCDA with appropriate documentation if requested.
4. Conduct NCDA Instructor Trainings that cover the critical content of the NCDA Curriculum and comply with the most recent NCDA Instructor Training criteria and format.
5. Describe the NCDA Instructor and Program Registry to participants.
6. Describe the credentialing process at each Training.
7. Abide by the NCDA Instructor Training Registration Fee established for all NCDA Master Trainers.
8. Must maintain the CCSP credential or other NCDA credential.

To be listed on the NCDA Master Trainer Registry, Master Trainers must fulfill the following requirements.

Continuing Professional Development Requirements for NCDA Master Trainers
This development may be from the following categories, applicants must provide evidence as 1) leadership or service in professional career organizations, 2) publication of career-related articles or materials, 3) development of career Trainings or curriculum, and innovations in delivery of career services.
Record-Keeping Requirements for NCDA Master Trainers
Each NCDA Master Trainer will maintain records to support the following:
- Training assessment and results.
- List of Individuals and location of learners successfully completed NCDA Instructor Training.
- Upon request, NCDA Master Trainers may be asked to submit applications for NCDA Instructor Training and copies of evaluation of learners' work.
- A copy of marketing materials in reference to NCDA Instructor Training.
- A description of the delivery of training.
- Re-commitment to the NCDA Master Trainer Agreement.

Annual NCDA Master Trainer Fee

To purchase the NCDA FCD Instructor Manual, an NCDA Master Trainer must be listed on the NCDA Master Trainer Registry. The annual fee is set by NCDA and provides NCDA Master Trainers the opportunity to list their instructor classes on the NCDA website, in addition to purchasing the NCDA FCD Instructor Manual. The fee is currently $50 each year.

Training Assessment
Each NCDA Master Trainer will provide Instructor Completers with a link to complete an NCDA Master Trainer Evaluation.

NCDA Ethics and NCDA Master Trainer Agreement
Each NCDA Master Trainer will be in compliance with NCDA Ethics and the NCDA Master Trainer Agreement.

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

Signature:_____   Date:_____

Print Name:_____

Narrative Portion of Application: Description of your Qualifications and Experience

The application should be written in narrative form and have an answer to every item in the order presented below. An individual may include supplemental material; however, incomplete answers in the narrative section may disqualify an applicant.

The applicant should combine all materials into ONE (1) clearly organized and labeled PDF document. **The narrative responses should be well written, clearly and completely address the specific application criteria in the body of the narration and be presented in the order as specified in the application. Applicants must meet all criteria in each category of the application.**

PDF Document Guidelines: Create one (1) PDF file which includes all sections below. Please include your name as a header or footer of each page and clearly mark each section within the document. Use your name as your PDF file name. Thank you for your cooperation.

Section I
Training and Instructor Experience Qualifications - All must be responded to in narrative form.
a. Provide information to support a minimum of 7 years of experience in training adults in career development. You may also be asked to provide proof of excellent evaluations or a letter of recommendation attesting to the quality of your work from an administrator or other professional reference.
b. Provide information to support proof of instruction of a minimum of five (5) hybrid or online NCDA Facilitating Career Development entire courses with a minimum of 5 participants in each course.
c. Provide one sample of an additional and original material that you use in your NCDA FCD Training.
d. Provide summary of evaluations from Facilitating Career Development trainings. Can request Instructor Evaluations from NCDA.

Section II
Education/Career Development Experience Qualifications - Respond in narrative form.
a. Master's or doctorate in a related area.

Relevant academic areas: Counseling (school counseling, clinical, vocational rehabilitation), career, education (student personnel services, instructional design, curriculum development), Human Resources, Organizational and Workplace learning, Workforce education and development, Related Human Services areas (Social Work).

b. <u>In lieu of minimum educational level</u>, document a minimum of 7 years of experience in instruction of NCDA Facilitating Career Development Training and Credentialing Program in its entirety. Each course must have a minimum of 5 participants. You must have taught a minimum of 15 courses across this time period with multiple populations (business, higher education, K-12, private practice, workforce). This item refers to teaching the entire NCDA Facilitating Career Development Training and Certification Program in a course. It does not refer to teaching just sections of it or similar competencies in a different course.

c. Must provide evidence of recent continuing education in career topics in the past 2 years in one or more of the competencies. Document the continuing education in relation to the competencies.

d. Must hold at least one NCDA credential.

e. Must be an NCDA FCD Instructor and a member of the NCDA FCD Instructor Registry. Instructor Registry and NCDA membership must be for 5 years and current.

Section III
Career Knowledge - All must be responded to in narrative form.

a. All 12 competencies must be covered in the delivery of the NCDA FCD curriculum. How do you apply each of the competencies in your NCDA FCD instruction?

b. Document your experience in the delivery of career services or career training across different sectors (business & industry, education, workforce development, private practice) as a practitioner.

Section IV
Technology Expertise

a. Provide access to your learning management system.

b. In 3-5 paragraphs, describe how you design your NCDA FCD courses for effective delivery.

c. Describe how you conduct remote contact sessions.

Section V
Commitment

a. In several paragraphs, provide a plan of how you will use this training to train future NCDA Facilitating Career Development Instructors.

Additional Information

a. Include a copy of your resume or Curriculum Vitae.

b. List any other documents you are including.

Please follow PDF document guidelines described above.

Master Trainer Application Rubric

Applicant name: Date: Evaluator:

Scoring:
Unsatisfactory = 0
Needs Improvement = 1
Proficient = 2
Exemplary = 3

Section	Criteria	Scoring
1	Training & Instructor Experience a. Provide information to support a minimum of 7 years of experience in training adults in career development. You may also be asked to provide proof of excellent evaluations or a letter of recommendation attesting to the quality of your work from an administrator or other professional reference. b. Provide information to support proof of instruction of a minimum of 5 NCDA Facilitating Career Development entire courses with a minimum of 5 participants in each course. c. Document your experience by including a course outline and syllabus for teaching the entire NCDA Facilitating Career Development course with the NCDA Facilitating Career Development curriculum. You must include a course outline and syllabus for each of the 5 courses. Throughout this application, reference to the NCDA Facilitating Career Development course refers to teaching the entire NCDA Facilitating Career Development Training and Certification Program. d. Provide one sample of additional and original materials that you use in your NCDA FCD Training. e. Provide summary of evaluations from Facilitating Career Development trainings.	
2	a. Master's or doctorate in a related area Relevant academic areas: Counseling (school counseling, clinical, Vocational Rehabilitation), career, education (student personnel services, instructional design, curriculum development), Human Resources, Organizational and Workplace learning, Workforce education and development, Related Human Services areas (Social Work). b. In lieu of minimal educational level, document a minimum of 7 years of experience in instruction of NCDA Facilitating Career Development Training and Certification Program in its entirety. Each course must have a minimum of 5 participants. You must have taught a minimum of 15 courses across this time period with multiple populations (business, higher education, K-12, private practice, workforce). This item refers to teaching the entire NCDA Facilitating Career Development Training and Certification Program as a course. c. Must provide evidence of recent continuing education in career topics in the past 2 years in one or more of the competencies. Document the continuing education in relation to the competencies. d. Must hold at least one NCDA Credential. e. Must be an NCDA trained Instructor and a member of the NCDA Instructor Registry. Instructor Registry and NCDA membership must be for the most recent 5 consecutive years and current.	
3	Career Knowledge a. All 12 competencies must be covered in the delivery of the NCDA FCD curriculum. How do you apply each of the competencies in your NCDA FCD instruction?	

	b. Document their experience in the delivery of career services or career training across different sectors (business, education, workforce, private practice) as a practitioner. Tell us about your work with each of these sectors: business, K-12 and higher education, workforce, and private practice.	
4	Technology Expertise a. Provide access to learning management system. b. In 3-5 paragraphs, describe how you design their NCDA FCD courses for effective delivery. c. Describe how you conduct remote contact sessions.	
5	Commitment a. In several paragraphs, provide a plan of how you will use this training to train future NCDA Facilitating Career Development Instructors.	
6	Additional Information a. Include a copy of your resume or Curriculum Vitae. b. List any other documents you are including.	

APPLICANT NAME: EVALUATOR:

Evaluator notes:

Recommendation (Accepted or declined):

Rationale:

APPENDIX 2

MASTER TRAINER HANDBOOK FOR CONDUCTING NCDA FCD INSTRUCTOR TRAINING

APPENDIX 3

FCD INSTRUCTOR HANDBOOK FOR CONDUCTING NCDA FCD TRAINING