

# Credentialing Program





## *What's the Difference?*

### **CERTIFICATION**

A process by which individuals who have demonstrated the level of knowledge and skill required in the profession, occupation, or role are identified to the public and other stakeholders.

*Certification is:*

1. a voluntary process;
2. granted by a private organization;
3. for the purpose of providing the public information on those individuals who have successfully completed the certification process (usually entailing successful completion of educational and testing requirements) and demonstrated their ability to perform competently in their profession.

### **CERTIFICATE**

A written assurance, or official representation, that some act has been successfully completed (such as training or education). No further tasks are associated with this achievement. It is a one-time attestation.

### **LICENSURE**

A grant of legal authority, by a US state, to practice a profession within a designated scope.



## *What is an NCDA Credential?*

An NCDA credential represents a formal validation of an individual's qualifications and professional competency in a specific area of practice in the field of career development.

## *What is the Value of a Credential?*

An industry certification ensures that you are proficient in a field, while allowing you to enhance your professional brand. By promoting your credential to organizations, your peers and the public at large, you are able to present your base of knowledge, skills and experience to those you serve (students and clients).

### **Benefits of Professional Certification:**

- Supports your professional brand and profile in the field of career development
- Formal validation of your professional background and qualifications
- Potential for an increase in overall compensation
- Highlights your strengths and expertise as a practitioner, educator and/or supervisor
- Portable, national competency-based credential, that reaches beyond a certificate of training
- Provides credibility and transparency for heightened consumer confidence
- Built upon rigorous quality standards, scope of practice and ethical guidelines
- Supports core standards of practice for practitioners and consumers
- NCDA offers support for credentials via research, advocacy, and continuing education.



## Certified Career Services Provider (CCSP)

### *What is the Certified Career Services Provider credential?*

The credential is intended for providers offering career services in an array of roles and settings. Providers might be consultants, coaches, advisors, workforce practitioners, facilitators, trainers, recruiters, and resume writers. This multi-purpose credential includes demonstration of the essential skills needed to provide career services in any setting. It is appropriate to all levels and all settings. Completion of a training program is required before applying. Specific levels of educational attainment and work experience are not required.

### *Who is eligible for the CCSP?*

Individuals who have successfully completed the NCDA Facilitating Career Development (FCD) training program are eligible to apply.

### *What are the steps to apply for the CCSP?*

The basic steps of applying include providing required demographic information, uploading your Certificate of Completion from NCDA's Facilitating Career Development (FCD) training program, and

selecting your desired mode of exam. As of January 1, 2025, there are two examination options:

1. Taking a multiple-choice test
  2. Providing written answers based on competency-specified scenarios (case studies).
- Note: after June 30, 2025 the scenario assessment will no longer be offered.*



# Certified Master of Career Services (CMCS)

# CMCS

## *What is the Certified Master of Career Services (CMCS) credential?*

This credential recognizes highly experienced career services professionals. CMCS providers hold a minimum of a bachelor's degree combined with 5-7 years of career services experience as or within any of the following:

- career coach
- career advisor
- executive coach
- human resources
- leadership development
- workforce development
- recruiter/talent acquisition
- career counselor
- career consultant
- career development
- talent development
- training
- resume writer
- university faculty

## *Why earn a CMCS?*

The CMCS communicates expertise that you are an established expert in career services, across one or more roles and skillsets. The CMCS allows you to establish your expertise working with individuals, organizational systems, or both. Many of our credential holders practice in multiple settings, playing a variety of roles, and appreciate a credential that communicates the complexity of their work in career services.



## *Who is eligible for the CMCS?*

To apply for the CMCS credential, an applicant must be able to

- 1) successfully document the completion of a minimum of a Bachelor's degree (any major/discipline)
- 2) and the equivalent of 7 years of full time (14,000 hours) work experience and the equivalent of 7 years of full time (14,000 hours) work experience in the field of career services / career development
- 3) be a current CCSP credential holder or have completed the Facilitating Career Development (FCD) or have successfully completed the Facilitating Career Development (FCD) training program

OR

- 1) a Master's degree (or higher)
- 2) and the equivalent of 5 years of full time (10,000 hours) work experience and the equivalent of 7 years of full time (14,000 hours) work experience in the field of career services / career development
- 3) be a current CCSP credential holder or have successfully completed the Facilitating Career Development (FCD) Training Program.





## Certified Career Counselor (CCC)

### *What is the Certified Career Counselor (CCC) credential?*

This credential is intended for career counselors with an advanced degree (master's or higher) in counselor education, counseling psychology, rehabilitation counseling or closely related counseling degree, engaged primarily in a career counseling practice or other career counseling-related services. The Certified Career Counselor credential is a recognition of two important factors in training and experience including both counseling and a specialization in career development, theory and practice.

The most important aspect of this credential that differentiates it from other recognized practitioners is that it recognizes the intersection of counseling and career development. As other counseling specializations include substance abuse counseling, mental health counseling, family counseling and others, career counseling involves a core set of competencies that bring together counseling and career expertise. Whether applicants consider themselves counselors with a specialization in career or career service professionals who provide counseling, this credential is designed to recognize this important combination.



### *Who is eligible for the CCC?*

There are three core elements to becoming a Certified Career Counselor through NCDA including an advanced degree in counseling, subsequent training in the career specialization, and a demonstration of competencies required of career counselors. We accept US degrees and international degrees as well. International candidates will have to get approval through a transcript evaluation service. The credentialing webpage explains the options on getting your international transcript evaluated.

**The Certified Career Counselor application, therefore, has the following 3 requirements:**

**1. Counseling Education:** Successful completion of an advanced degree in counselor education, counseling psychology, or closely related degree, with the following options and requirements:

**Option One:** Candidate graduated from a CACREP, CORE, or APA Accredited Graduate Program. Must submit the Title of Degree Program, Institution, and Date (month/year).

**Option Two:** Candidate earned a master's degree or higher in a counseling program NOT accredited by CACREP, CORE, or APA. Must download and complete a coursework form and then upload for verification.

**Option Three:** International candidates have earned a master's degree or higher in a counseling program that has been approved through a transcription evaluation service.

Accepted advanced degree programs must include the following core coursework or close equivalent:

- Ethics and Standards in Professional Counseling

- Social and Cultural Diversity; Social Justice; or Multicultural Counseling
- Theories of Human Growth & Development over the Lifespan
- Career Counseling Theory & Practice
- Counseling Theory
- Group Counseling
- Assessment & Testing in Counseling
- Research & Program Evaluation

**2. Career Specialization:**

**Option One:** Minimum of 600 hours of clinical experience in career counseling, pre or post degree, under the supervision of a career counselor or experienced career professional

**Option Two:** Minimum of 60 hours of approved continuing education units in career development research, theory, or practice through NCDA, NCDA State Associations, or NBCC Approved.

**Option Three:** Successful completion of the US NCDA Facilitating Career Development training program.

**3. Career Counseling Competencies**

Successful completion of the online competency assessment and reference check.

*Graduates from CACREP accredited Career Counseling graduate programs are granted a "fast track" option for the CCC. The fast-track option means that graduates of these programs are immediately eligible, upon graduation, to apply and receive the CCC credential, bypassing the assessment portion of the process.*



# CSCP

## Certified Supervisor of Career Practitioners (CSCP)

### *What is the Certified Supervisor of Career Practitioners (CSCP) credential?*

This credential is intended for individuals who are trained for or experienced in the delivery of clinical supervision to career counselors and other practitioners who provide career services. It is aligned to the competencies addressed in NCDA's Career Practitioner Supervision training as well as state requirements.



### *Who is eligible for the CSCP?*

To be eligible for the Certified Supervisor of Career Counseling (CSCP) credential, individuals must hold a master's degree in counseling or a related field and also meet a training/education requirement. The training/education requirement can be waived in lieu of having at least three years (900 hours) of documented experience providing clinical supervision.

#### **Eligibility Requirements:**

Individuals who have a master's degree in counseling or a master's degree in a related field are eligible,

- AND -

- Individuals who have successfully completed the National Career Development Association's 45 Hour Clinical Supervision Training

- OR -

- Individuals who have completed a 30 contact hour university course in clinical supervision at the graduate level

- OR -

- Individuals who have a minimum of 3 years (900 hours) of documented experience providing clinical supervision



# Certified School Career Development Advisor (CSCDA)

# CSCDA

## *What is the Certified School Career Development Advisor (CSCDA) credential?*

This credential is intended for providers who work with youth in many settings and help prepare students for meaningful work and managing their careers. These providers work with other staff to coordinate the design, implementation, and monitoring of school and community-based efforts to improve the chances of students entering the job market with skills, knowledge, and credentials to be competitive.

## *Who is eligible for the Certified School Career Development Advisor (CSCDA)?*

Individuals who have completed NCD's School Career Development Advisor Training and Certification program are eligible to apply. Those holding a master's degree in School Counseling with three year's experience in career development may also apply immediately without attending the training.



## *What are the steps to apply for the CSCDA?*

You must provide evidence of completion of training by providing a copy of your Certificate of Completion for NCD's School Career Development Advisor training. School Counselors must provide a copy of their transcript in lieu of the training completion certificate.

# AP Program

## *What is the International Partners – Alternative Pathways Program (AP)?*

NCDA has established an Alternate Pathways process whereby a training program based on the Facilitating Career Development (FCD) Training, or a language specific training that meets FCD competencies, may be approved for the NCDA CCSP Credential. This process allows countries to expand their training and increase the visibility and adoption of NCDA's globally-recognized credentials.

NCDA also allows NCDA-Trained Instructors to teach the FCD course around the world. For more information on the FCD training program please email: [mpowell@ncda.org](mailto:mpowell@ncda.org).

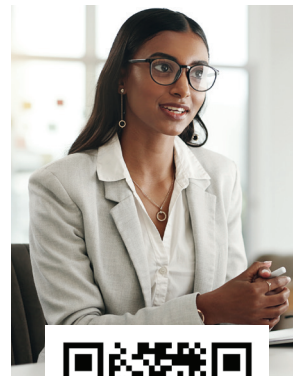


# CE Provider Program

## *What is the Approved Continuing Education (CE) Provider Program?*

An Approved Continuing Education (CE) Provider is an organization that has formally registered with the NCDA Credentialing Commission and is committed to providing education that meets the Commission's standards for helping individuals maintain their NCDA globally-recognized certification. Approved Continuing Education Providers have received guidance on such standards and pledged to properly represent course eligibility for CE credit.

When selecting a course from an Approved CE Provider, candidates can be confident that the course will be recognized for CE credit as advertised. The Credentialing Commission encourages candidates and credential holders to consider qualifying courses from Approved CE Providers to meet the professional development requirements needed to maintain their certification.





*NCDACredentialing, the Global Leader in Career Development Education and Certification*

**Join. Train. Certify. Grow.**

[www.ncdcredentialing.org](http://www.ncdcredentialing.org)





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