



Global Career Development Facilitator Instructor Training

The Midlands Education and Business Alliance (MEBA) will host a Global Career Development Facilitator Instructor Training for Career Specialists and Guidance Counselors.

August 4-6, 2010

Midlands Technical College, Airport Campus

Lexington Hall Conference Room 140

1260 Lexington Drive, West Columbia, SC 29170

9:00 a.m. – 4:00 p.m.

Registration fee: \$975

(Includes 20 hours of training and materials)

Please return this completed form and the NCDA CDF Instructor Application information along with your check for \$975 (made out to MEBA) to:
Midlands Education and Business Alliance, Attn: Linda Whitaker
PO Box 2408, Columbia, SC 29202

Deadline for registration is July 12, 2010

Space is limited to 20 and is on a first come first serve basis.

*****If you are not already GCDF certified you will need to contact Stacey Westberry before registering.***

Name	
GCDF Certificate Number	
Mailing Address	
Phone	Email
School/Organization	
Mailing Address	

For more information, contact Stacey Westberry, at 803-739-8833 or Staceyw1968@yahoo.com.
www.MEBASC.com



NCDA CDF INSTRUCTOR APPLICATION FORMAT

Do not write or type on this page. Use this format to prepare your application. Applications must be received along with the registration form and registration fee of \$975 by July 12, 2010.

Although additional pertinent materials may be attached, key information below must be summarized in the application.

I. Contact Information:

Name
Institution/Agency
Address
Phone
Fax
Email

II. Education:

- List all education beyond high school, including degrees earned, institutions attended; and field(s) of study.
- Did your education include a practicum/internship in career development? If yes, please describe the experience.
- List your five most recent continuing education experiences in the career-development area. Include the dates, titles or descriptions, and number of contact hours.

III. Work Experience

- List current job title
- List total years of career development experience. Minimum of 3 years required.
- Briefly describe how your current job includes the education and/or training of career services providers.
- Briefly describe how your previous jobs have included the education and/or training of career services providers.
- Indicate which of the following you have done:
 - Conducted individual/group career counseling sessions
 - Worked with career information resources
 - Conducted courses/workshops in career planning
 - Taught graduate counselor education courses
 - Taught courses in 2- or 4- year programs related to career and/or helping skills
 - Conducted continuing education workshops
 - Conducted staff training
 - Other pertinent experience

IV. Credential/Memberships

- List all licenses/certifications related to counseling, career counseling, and career development.
- List memberships and/or leadership experiences in professional associations involved in counseling, career development, and/or training.
- If you hold a GCDF credential, please identify.

V. Professional Contributions

- Describe presentations you have made at conference/conventions and publications you have written related to career development or education/training.
- Describe materials (client, program, training materials, journal articles) you have developed.

VI. Commitment

- Describe how you intend to use the training from the CDF Instructor Workshop.



What is a Global Career Development Facilitator (GCDF)?

Many individuals are currently providing career assistance. The Global CDF credential was developed to provide standards, training specifications, and credentialing for these career providers.

When you become a National Career Development certified instructor of this training, your students/participants will be eligible to pursue their GCDF credential. For your students to qualify for GCDF certification, you must offer training of a minimum of 80 hours of seated classroom training and 40 hours of homework and “outside the classroom” activities, for a total of 120 hours training time.

A nationally certified Global Career Development Facilitator can work in a variety of career-development settings. A GCDF may serve as a career group facilitator, job search trainer, career resource center coordinator, career coach, career development case manager, intake interviewer, occupational and labor market information resource person, human resource career development coordinator, employment/placement specialist, school counselor, or a workforce development staff person.

Various groups worked with the Center for Credentialing and Education (CCE) to develop requirements for the GCDF credential. These organizations include the National Career Development Association (NCDA), the National Employment Counseling Association (NECA), and the National Association of Workforce Development Professionals (NAWDP) and have all endorsed the CDF credentialing requirements.

About Instructor Training

The CDF Instructor training (CDFI) provides curriculum, networking, and guidance that will prepare you to deliver the training. CDFI training is designed for advanced career service professionals. At present, over 650 National Career Development Association (NCDA) CDF instructors throughout the United States have been trained. They are developing and providing training programs in a variety of settings including schools, colleges, community colleges, state agencies, and workforce development programs. The programs may be delivered in a variety of ways, including an intensive three-week training session or a semester-long program. The curriculum can also be broken out into specific training sessions. Programs may carry college credit, continuing education credit, and/or certificates of completion.

The instructor training process was developed by the Career Development Training Institute (CDTI) and approved by NCDA. Graduate of the NCDA CDF Instructor Training will also be eligible to join the NCDA Registry, which offers promotion of trainings being offered through their website at: www.ncda.org as well as receiving all CDF curriculum updates.