# SCHOOL CAREER DEVELOPMENT ADVISOR (SCDA) INSTRUCTOR TRAINING APPLICATION National Career Development Association

**Dates:   
Cost:** $2,000. SCDA Instructor Student Manual is an additional cost purchased through NCDA.

**SELECTION PROCESS and APPLICATION**

Based on an individual’s background and credentials, the Master Trainer may want to request additional documents such as training evaluations, videos of training/presentations, or copies of curriculum and materials developed for online training.

**Selection for training is on a first-come basis** and based upon   
the criteria are outlined in each of the following sections:

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| **Section One: Contact Information** | |
| **Name** |  |
| **School/Institution/Company** |  |
| **Street Address** |  |
| **City, State, Zip Code** |  |
| **Phone** | Home: Cell: |
| **Fax (if available)** |  |
| **Email** |  |
| **Company/Personal Website** |  |
| **LinkedIn Page** |  |

**Section Two: Facilitating Career Development (FCD) Experience**

**To qualify as an instructor, you must have taken the FCD training and a minimum of three years of K-12 experience or meet all the prerequisites to become an instructor for the SCDA in this application.**

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| **Training Instructor’s name** |  |
| **Year of Instructor Training** |  |
| **How Is Your Course Delivered?** |  |
| **How Do You Conduct the Face-to-Face Meetings for the FCD?** | Circle: In Person Online ex. Zoom Other: |
| **Are You Comfortable with Teaching Online?** | Circle: Yes or No |
| **Do You Hold a CCSP or GCDF Credential?** | Circle: Yes or No |

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| **Section Three: K-12 and Youth Engagement Experience** |

You must have at least 3 years of experience working with, training, consulting, or teaching youth aged seven to twenty-one. This is done within the context of your job connecting youth to the outside business community or in a separate job connecting youth and businesses.

Examples of these types of K-12 and youth engagement experiences include training, consulting, teaching in a K-12 setting, career and technical education (CTE), or working as a school counselor.  This includes people who work with youth outside of the K-12 system, including but not limited to programs such as WIA/WIOA, Adult Education, Outward Bound, Parks and Recreation, Junior Achievement, and other programs serving youth in a K-12 age range.  Please duplicate this page if you need to list out more experiences.

**A. Professional Youth Work Experiences**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Job Title** | **Years in Job** | **Type of Youth Served** |
|  |  |  |  |
| **Job Responsibilities – Please Describe Your Work with Youth** | | | |
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|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Job Title** | **Years in Job** | **Type of Youth Served** |
|  |  |  |  |
| **Job Responsibilities – Please Describe Your Work with Youth** | | | |
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**Additional Youth Career Development Experiences:**

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| **Section Four: Business Development/Connection Experience** |

You must have at least 3 years of experience connecting business with youth-related programs and students. This is done within the context of your job connecting youth to the outside business community or in a separate job connecting youth and businesses.

Examples of these experiences could be setting up and running an advisory board and job shadowing to summer youth employment or other types of experiences. This is done within your job of connecting students to jobs, job shadowing, apprenticeships, internships, industry tours, career speakers, rotaries, chamber of commerce or other type of activities, employers, agencies or events to connect the student to the work world. An SCDA Instructor needs to share and pull from their experiences as we help others connect Schools/Institutions/Companies with Businesses in their local community to help students succeed. Please duplicate this page if you need to list out more experiences.

**A. Youth Business Related Work Experiences**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Program** | **Date** | **Type of Youth Served** |
|  |  |  |  |
| **Objective and Outcome of these programs – Please Describe Your Work in Connecting Businesses and Youth** | | | |
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|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Program** | **Date** | **Type of Youth Served** |
|  |  |  |  |
| **Objective and Outcome of these programs – Please Describe Your Work in Connecting Businesses and Youth** | | | |
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**Additional Business Development Experiences:**

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| **Section Five: Professional Career/Business Development Contributions** |

(Memberships, Conference/Workshop Presentations, Publications, Training Materials Developed, Continuing Education)

**Professional Contributions**

* Has done presentations/workshops at conferences or within organization and written articles, blogs or publications related to school career and business development or training
* Has developed materials (client, program, training materials)
* Has participated in recent continuing education in the career development field

**Memberships**

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| **Organization** | **Dates** | **Involvement** |
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**Conference/Workshop Presentations** (include evaluations, if available)

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| --- | --- | --- |
| **Conference/Workshop** | **Date** | **Topic** |
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**Articles/ Blogs/ Publications** (include three, as attachments or links, if available)

|  |  |  |
| --- | --- | --- |
| **Articles/ Blogs/ Publications** | **Title** | **Date** |
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**Training Materials Developed** (include three, as attachments – required)

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| --- | --- | --- | --- |
| **Training Material** | **Topic** | **Targeted Audience** | **Purpose/Use** |
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**Recent Continuing Education in the Career or Business Development Field (Last Five Years)**

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| --- | --- | --- | --- |
| **Date** | **Location** | **Content** | **CEUs** |
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| **Six Section: Statement of why you would like to receive this training and how you see yourself contributing to this program and carrying out the delivery of the School Career Development Advisor (SCDA) Facilitator training program.** |

This statement needs to be at least 300 words and be very specific on how you see yourself contributing to the School Career Development Advisor (SCDA) training. Please include the following information in answering this question:

* Why would you like to instruct the curriculum?
* What experiences will you bring to the training that will add value to teaching the curriculum?
* Who do you see benefiting from this training?

Applications should be completed and returned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   
Questions or comments may be directed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_