

FACILITATING CAREER DEVELOPMENT (FCD) INSTRUCTOR TRAINING APPLICATION



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.

The Fee is \$2,300.00 plus the purchase of the Instructor Manual from NCDA. Selection for training is on a first-come basis and based upon the criteria outlined in each of the following sections:

Section One: Contact Information

Name		
Institution/Agency		
Street Address		
City, State, Zip Code		
Phone	Home:	Cell:
Email		
Company/Personal Website		
LinkedIn Page		

Section Two: Professional Work and Education Information Including Career Development Experiences

Must fulfill **ONE** of the following **THREE** categories.

Master’s or Doctoral degree in counseling with

- Coursework in career development, vocational assessment **AND**
- Practicum/internship with major career emphasis **AND**
- Minimum of three years of delivery of career development services (working with individuals or groups to assist them with career planning and seeking employment).

Master’s degree in a field such as Human Resources Development, Psychology or Education with

- 5 years of experience in career development or delivery of career development services.
- Recent continuing education related to career development (within the last 5 years).
- Presentations and/or published books/training materials related to career development.

Bachelor’s degree in a field such as Human Resources Development, Psychology, or Education with

- 5 years of experience in career development or delivery of career development services.
- Recent continuing education related to career development (within the last 5 years).
- Presentations and/or published books/training materials related to career development.



Without the above stated combination of education and experience, the Facilitating Career Development Instructor candidate must have extensive career development background, training, knowledge, expertise, and experience.

A. Professional Work Experiences

Company	Job Title	Years in Job	Job Responsibilities

Additional Career Development Experiences:

B. Education Information

Degree	Institution	Major	Related Career Development Courses	Month and Year of Degree Completion

Additional Career Development Experiences (include training/certifications received):



Section Three: Career Development Teaching and Training Experiences You Have Conducted

(Attach agendas, program outline, syllabus, and evaluations, if available)

Must fulfill **ONE** of the following **THREE** categories AND have a minimum of 3 years of experience teaching/training adults:

- Has taught career-related counselor education courses at the college or university level **OR**
- Has taught career development courses at the college or university level **OR**
- Has conducted broad, in-depth career development staff training within a corporate, school, or government setting.

Date	Population	Topic	Modality (face-to-face, webinar, online, etc.)

Describe your experience in providing training to adults (post-high school individuals):

Section Four: Virtual Learning and Technology Skills

All Facilitating Career Development Instructors will receive training in delivering the curriculum via Virtual Learning. As an instructor, it is critical that you have the basic skills listed below.

What is your experience with the following course delivery platforms and/or elements?

Have you taken an online course? Yes No
 Describe your experience:

Have you taught an online class? Yes No
 Describe your experience:



Do you have broadband access to deliver the course? Yes No

What is the bandwidth speed for your internet? _____

What Learning Management Systems (LMS) & Course Management Systems (CMS) have you experienced or used?

Moodle Yes No

Canvas Yes No

Blackboard Yes No

Other Platforms: _____

Please describe your experience:

What video conferencing platforms have you used?

Zoom Yes No

Google Meet Yes No

Webex Yes No

Microsoft Teams Yes No

Other Platforms: _____

Please describe your experience:

Do you have experience with creating and recording videos? Please explain.

What extensions, computer apps, or programs have you used in teaching or delivering a course? (Examples: Jamboards, Padlet, Google Docs, Survey Monkey, Prezi, etc....) Please explain.

What experience do you have recording or capturing your screen using programs like Camtasia, QuickTime, Loom, etc.? Please explain.

How would you rate your technical abilities?

- I'm able to do what I need to do with technology.
- Others often come to me for help with technology.
- High ability, plus I seek out new technologies regularly.



Which of the following describe your plans to deliver the NCD A Facilitating Career Development Training electronically?

- Deliver the course minimally online.
- Deliver the course as a hybrid (some online, some face-to-face).
- Deliver the course asynchronous and synchronous learning (with 24 hours minimum of face-to-face).
- Deliver the course via a course management system such as Blackboard, Canvas, Moodle, or something similar.
- I'm not sure at this point.
- I plan on teaching only face-to-face.

Section Five: Professional Career Development Contributions

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

Credentials and Licenses/Memberships

- Have licenses/certifications related to counseling, career counseling, and career development?
- Have memberships and/or leadership experiences in professional associations involved in counseling, career development, and/or training?
- May hold a Certified Career Services Provider or Global Career Development Facilitator credential.

Professional Contributions

- Has done presentations at conferences/conventions and written publications related to career development or education/training.
- Has developed materials (client, program, training materials).
- Has participated in recent continuing education in the career development field.

Are you a Certified Career Services Provider? Yes No

If yes, when did you receive your CCSP? _____

Who was your FCD Instructor? _____

Credentials and Licenses

Credentials and Licenses	Date Received	Professional Use



Memberships

Organization	Dates	Involvement

Conference Presentations (include evaluations, if available)

Conference	Date	Topic

Publications (include three, as attachments)

Publications	Title	Date

Training Materials Developed (include three, as attachments)

Training Material	Topic	Targeted Audience	Purpose/Use

Recent Continuing Education in the Career Development Field (Last Five Years)

Date	Location	Content	CEUs



Section Six: Statement of why you would like to receive this Instructor Training and how you plan to deliver the Facilitating Career Development Training and Credentialing Program

This statement needs to be at least 300 words and be specific and descriptive of your plans to conduct Facilitating Career Development training. Please include the following information in answering this question:

- Why you would like to instruct the training.
- Your intended methods of delivery (hybrid, face-to-face, eLearning).
- Proposed dates of training.
- Target audience.

