



Global Career Development
FACILITATOR™

APPLICATION PACKET

**This application form is interactive.
Download the form to your computer to fill it out.**



CENTER FOR
**CREDENTIALING
& EDUCATION™**

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The Center for Credentialing & Education, Inc. (CCE) values diversity.
There are no barriers to credentialing on the basis of gender, race, creed, age, sexual orientation or national origin.



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ABOUT THE CREDENTIAL

WHAT IS A GLOBAL CAREER DEVELOPMENT FACILITATOR?

The Global Career Development Facilitator (GCDF) credential recognizes individuals who have met requirements set forth by the Center for Credentialing & Education, Inc. (CCE). GCDFs work in a variety of roles:

- Career group facilitators
- Job search trainers
- Career resource center coordinators
- Career coaches
- Human resource career development coordinators
- Intake interviewers
- Career development case managers
- Employment/placement specialists
- Occupational and labor market information resource personnel
- Workforce development personnel
- Military career development personnel

CORE COMPETENCIES

1. **Helping Skills:** Basic career facilitating processes, including productive interpersonal relationships
2. **Labor Market Information and Resources:** Labor market and occupational information and trends
3. **Assessment:** Both formal and informal career development assessments, with emphasis on relating appropriate career development assessments to the population served
4. **Diverse Populations:** Studies covering the special needs of various groups, as well as how to adapt services to meet those needs
5. **Ethical and Legal Issues:** Studies on the GCDF *Code of Ethics* and current legislative regulations
6. **Career Development Models:** Career development theories, models and techniques as they apply to lifelong development, gender, age and ethnic background
7. **Employability Skills:** Job search strategies and placement techniques, especially in work with groups
8. **Training Clients and Peers:** Preparing and developing materials for training programs and presentations
9. **Program Management/Implementation:** Studies covering career programs and their implementation, and working as a liaison in collaborative relationships
10. **Promotion and Public Relations:** Marketing and promoting career development programs
11. **Technology:** The understanding and use of career development computer applications
12. **Consultation:** Accepting suggestions for performance improvement from consultants and supervisors

CCE ETHICS POLICIES AND PROCEDURES

GCDF applicants and credential holders are responsible for ensuring that their behavior adheres to the standards identified in the GCDF *Code of Ethics*.

Whether you are an applicant or credential holder, you are required to disclose any of the following types of matters:

- Criminal charge (Note: You do not need to disclose traffic charges unless they involve drugs or alcohol or injury to person or property.)
- Legal action related to business or occupational activities in which you are named as a defendant
- Grievance by any government entity or professional organization
- Employment termination due to conduct
- Probation or removal from any graduate program for reasons unrelated to grades

Written disclosures must be received within 60 days of you becoming aware of the required disclosure, unless you are an applicant and are disclosing a previously concluded matter. In such cases, the disclosure and required documentation must be submitted with your application

An applicant must complete all portions of the GCDF application, including the ethics attestation and the Applicant Agreement & Release Authorization. Disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosures do not automatically render an individual ineligible for credentialing. CCE reserves the right to deny eligibility based on an ethics review. Application fees are not refundable when an application is rejected.

Your disclosure must be submitted in writing with your application. Please seal your written statement and supporting documentation in an envelope marked “**CCE Ethics Department.**”

Your written submission must include relevant documentation, including copies of the charges, outcomes and paperwork indicating that required actions have been completed. Documentation regarding this varies depending on the type of matter. Please refer to www.cce-global.org/Prof/Ethics for samples, answers to frequently asked questions, and policies.

ELIGIBILITY REQUIREMENTS

EDUCATION AND EXPERIENCE

The career development work experience requirement for the GCDF credential is based on your highest completed level of education. The following illustrates the minimum number of experience hours needed for each level of education:

Education*	Experience**
Graduate Degree	1,400 hours
Bachelor's Degree	2,800 hours
Associate Degree	4,200 hours
High School Diploma/GED	5,600 hours

With respect to these requirements, please submit:

1. A copy of your diploma, (unofficial or official) transcript or verification letter from the educational institution. Please note that copies of Web-printed transcripts will not be accepted.

AND

2. A completed Experience Form(s) documenting the required hours of work experience related to career development and the GCDF competency areas. If reporting multiple positions/titles, to meet the minimum experience requirement, each position/title must be documented on a separate experience form. (See page 12.)

Applicants with non-U.S. degrees:

If you earned your degree(s) outside the United States, you will need to have the degree(s) evaluated by an international transcript evaluation service and submit the results to CCE with your application. CCE accepts evaluations completed by World Education Services, Inc.; Educational Credential Evaluators, Inc.; and the American Association of Collegiate Registrars and Admissions Officers International Education Services.

* Degrees must be from a postsecondary educational institution or program accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

** GCDF training hours cannot be used to fulfill this work experience requirement.

TRAINING

You are required to complete at least 120 hours of GCDF U.S. training. Visit www.cce-global.org/GCDF/US/Training for a list of CCE-approved training providers. You will need to submit a copy of the training certificate of completion with your application.

INSTRUCTOR DESIGNATION

ABOUT INSTRUCTOR DESIGNATION

CCE grants the GCDF instructor designation to practitioners who demonstrate the skills necessary to provide effective instruction of the GCDF training program. Please note that this instructor designation is not a distinct credential.

1. Current GCDF Credential Holders

If you hold the GCDF, you can apply for instructor designation provided you meet the following requirements:

- a. Be in good standing;
- b. Successfully complete an approved GCDF instructor training course and submit documentation; and
- c. Pay a \$50 instructor designation fee.

2. Instructors for a CCE-Approved Training Provider

If you do not currently hold the GCDF credential but are serving as an instructor for a CCE-approved training provider, you may apply for the GCDF credential and GCDF instructor designation provided you meet the following requirements:

- a. Complete the GCDF application and experience forms;
- b. Pay a \$150 application fee; and
- c. Document successful completion of an approved GCDF instructor training course.

THE APPLICATION PROCESS

APPLICATION PROCESSING TIMELINE

Once your application is received, it will go through the following steps:

Processing Step	Business Days
Payment processing and account setup	3–5
Data entry and application review*	12–13
Total Processing Time:	15–18

*All applications are reviewed in the order received. If your application requires review by the Ethics Department, or if additional information is needed to complete the review, this step may take longer.

If you have questions regarding the GCDF application and credential, contact CCE:

Telephone: 336-482-2856

Fax: 336-482-2852

E-mail: CredentialInfo@cce-global.org

Information about all of CCE's credentials is available at www.cce-global.org.

SUBMITTING YOUR APPLICATION

You have two options for submitting your application:

Mail: CCE; P.O. Box 63223; Charlotte, NC 28263-3223

Fax: 336-482-2852

- Please be sure to include the application fee. (This fee is nonrefundable and nontransferable.)
- All application materials must be submitted in English.
- All application materials should be submitted to CCE in one packet.
- If you are mailing your application, be sure to make copies of all your application materials before submitting the originals to CCE.

CURRENT GCDF CREDENTIAL AND MAINTENANCE FEES

Fees are nonrefundable and nontransferable.

Application fee for GCDF credential (noninstructor): \$100 (U.S. dollars)

Application fee for GCDF with instructor designation: \$150 (U.S. dollars)

Instructor designation fee (current GCDFs only): \$50 (U.S. dollars)

Annual maintenance fee: \$40 (U.S. dollars)

You will receive an annual maintenance fee notice approximately six weeks before the credential anniversary date. If you have any concerns about your invoice, please contact CCE. Payment means you agree to continue to adhere to the GCDF *Code of Ethics*, and report any charge or complaint about a criminal, civil, state board or other professional disciplinary matter(s) within 60 days of your knowledge of the complaint or charge.

GCDF RECREDENTIALING REQUIREMENTS

The GCDF credential is valid for five years as long as you comply with CCE policies and procedures. GCDF credential holders must pay annual maintenance fees and recredential at the end of five years to maintain the credential. The following components must be completed:

1. As a GCDF credential holder, you are required to complete 75 hours of continuing education (CE) every five years to retain your credential. Verification of continuing education will be performed during the fifth year of your credentialing period. CCE performs a random audit sample. Audit selection will be identified on your fifth-year annual maintenance fee notice.
2. Accept and sign the Ethics Attestation and Applicant Agreement & Release Authorization.
3. Pay the annual maintenance fee.

GCDF REINSTATEMENT REQUIREMENTS

If your GCDF credential becomes inactive or expires, you will need to submit a **reinstatement application** along with the following:

- GCDF reinstatement fee (currently \$50)
- Payment of any past-due fees
- Documentation of 75 hours of continuing education (if expired)



PLEASE FILL OUT ELECTRONICALLY OR PRINT CLEARLY

1. First Name, MI: _____
 Last Name: _____
 Previous Name(s): _____
2. Street Address: _____
 City, State/Province: _____
 ZIP/Postal Code, Country: _____
3. Home Telephone: _____ Business Telephone: _____
 Fax: _____
4. E-mail: _____
 Check here if you do NOT want your contact information shared with continuing education providers.
5. Gender: Male Female
6. Date of Birth (mm/yyyy): _____
7. Ethnic Origin (optional—for statistical purposes only):
 African American Native American Asian Caucasian
 Hispanic/Latino Native Hawaiian Multiracial Other
8. I am interested in volunteering for marketing efforts standards development.
9. I am applying for credentialing as a:
 GCDF with instructor designation (\$150 application fee)
 GCDF (\$100 application fee)
10. Education—Please submit an accurate and complete copy of the diploma or transcript for your highest educational level completed.

FOR OFFICE USE ONLY
REF.#1: _____
BATCH #1: _____
DATE: _____
AMOUNT: _____

Check highest level completed:

High School 9 10 11 12 GED **College** 1 2 3 4 **Graduate School** 1 2 3 4

Name and Location (City and State/Province) of Institution	Dates Attended		Highest Degree Completed
	From (mm/yyyy)	To (mm/yyyy)	
High School			
College			
Graduate Program			

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Applicant's Name: _____ Date: _____

11. Professional Career Development Experience (Experience must be verified on the Experience Form.)

Qualifying Work Experience	Dates Employed		Hours
	From (mm/yyyy)	To (mm/yyyy)	
Total Experience Hours			

12. Completion of GCDF Core Competency Training Program or Instructor Training Program
(A copy of certificate of completion must be included.)

Name and Address of Training Institution	Name, Address and Telephone Number of Trainer	Hours Completed	Date of Training (mm/yyyy)

13. Professional Credentials
(Please list all current professional and occupational licenses, certifications, registrations and other credentials.)

Professional and Occupational Licenses, Certifications, Registrations	State	Credential Number	Expiration Date (mm/yyyy)

continued on next page



Applicant's Name: _____ Date: _____

14. Professional Associations (Please list all current professional associations and/or memberships.)

Associations and Memberships	Membership Number	Expiration Date (mm/yyyy)

15. Ethics Attestation:

(Please respond to each statement below)

- 1. Have you ever been or are you currently charged with a criminal offense? YES NO
- 2. Have you ever been or are you currently a defendant in any type of legal action related to your business or occupational activities? YES NO
- 3. Have you ever been or are you currently the subject of any complaint matter or disciplinary review by any government entity or professional organization? YES NO
- 4. Have you ever been terminated or discharged from employment for conduct reasons? YES NO
- 5. Have you ever been placed on probation or removed from any graduate program in which you were enrolled for reasons unrelated to grades? YES NO

If you answered "YES" to any of the above questions, you must include a complete, detailed explanation related to the response. You must also provide copies of relevant documentation, such as copies of the complaint, pleadings and compliance with final orders.

Place these materials in a sealed envelope marked "Attention: Ethics Department" and return with your application. Failure to provide required information will delay the processing of your application.

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Applicant's Name: _____ Date: _____

All CCE applicants are required to submit written disclosures of any:

- Criminal offense. (Note: You do not need to disclose traffic charges unless they involve drugs, alcohol, or injury to person or property.)
- Legal action related to business or occupational activities in which he or she is named as a defendant.
- Complaint matter or disciplinary review by any government entity or professional organization.
- Employment terminations due to conduct.
- Probation or removal from any graduate program for reasons unrelated to grades.

I have read the reminder of the required disclosures (above) and have submitted the required written disclosures to CCE.

YES NO

16. Applicant Agreement & Release Authorization:

All information I provided in this application, including supporting documentation, is accurate and complete to the best of my knowledge. If I have knowledge of any changes concerning my responses in this application, including my responses in the Ethics Attestation, I agree to report this to CCE in writing within 60 days.

I agree that CCE has the right to contact any person or organization regarding this application, and I authorize the release of any information requested by CCE to verify the accuracy. I understand that all application materials become the property of CCE and will not be returned.

I understand that credentialing through CCE depends upon my fulfillment of all required criteria and compliance with CCE policies, which include the GCDF Code of Ethics and the CCE credential mark and trademark use policy. I understand that credentialing does not create membership in CCE. I understand that CCE credentialing is personal to me and may not be transferred to another individual or group.

I understand that professional biographical and credential data is considered to be public information and will be made available in response to public inquiries. I agree that data related to my participation in CCE credentialing may be used for research and statistical purposes.

I recognize that any credential granted by CCE does not represent licensure or other authorization to practice business activities for a fee. I release CCE from all liability and claims arising from any professional activity.

Applicant's Signature

Date (mm/dd/yyyy)



Applicant's Name: _____ Date: _____

PLEASE FILL OUT ELECTRONICALLY OR PRINT CLEARLY

I am applying to the Center for Credentialing & Education for credentialing as a Global Career Development Facilitator and am required to provide documentation of experience as a career development service provider. Please complete the employer verification information below and return it to me. My application cannot be submitted without this form.

Applicant's Signature

Date (mm/dd/yyyy)

INFORMATION BELOW TO BE COMPLETED BY EXPERIENCE VERIFIER

This form is required for Global Career Development Facilitator (GCDF) applicants. It should be completed by the applicant's current or previous employer who can attest to the number of hours the applicant has spent in work directly related to career development tasks. **When completed, return this form to the applicant.**

This form verifies that _____ is/was employed in the position of _____ by this organization from the period of _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

Briefly identify and describe all work experience related to career development services and the GCDF core competency areas and indicate the total qualifying experience hours completed during this employment. **If a job description is attached, the supervisor must sign the attachment. If reporting multiple positions/titles, to meet the minimum experience requirement, each position/title must be documented on a separate experience form.**

Total Career Development Experience Hours for This Position/Title:	
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Supervisor's Name: _____

Supervisor's Job Title: _____

Supervisor's Agency/Institution: _____

Supervisor's Telephone Number: _____

Supervisor's Signature: _____ Date: _____



CURRENT APPLICATION FEES

Application fee for GCDF with instructor designation \$ 150
 Application fee for the GCDF credential \$ 100
 Instructor designation fee (current GCDFs only) \$ 50

- All fees must be paid in U.S. dollars and are nonrefundable.
- You will be notified of your status and informed if further information is needed.
- CCE holds applications open for three years. During that time, you will have the opportunity to rectify any deficiencies concerning your application.

METHOD OF PAYMENT

PLEASE FILL OUT ELECTRONICALLY OR PRINT CLEARLY

Applicant's Name: _____

Telephone: Day: _____ Evening: _____

Enclosed is a check or money order payable to CCE in the amount of \$ _____ (U.S. dollars).

Please charge the credit card listed below in the amount of \$ _____ (U.S. dollars).

Card Type: VISA MasterCard American Express

Name on Card: _____

Account Number:

Expiration Date: /

Card Security Code (from back of card):

Cardholder Signature: _____ Date (mm/dd/yyyy): _____

Submit your application and payment

- By mail: CCE; P.O. Box 63223; Charlotte, NC 28263-3223
- By fax: 336-482-2852

If you are mailing your application, be sure to make copies of all your application materials before submitting the originals. CCE cannot return any forms or documents to you or to a third party.