



The DCF is offered by the Center for Credentialing & Education, Inc. (CCE) in collaboration with ReadyMinds, the leading provider of distance career counseling training.

DCF APPLICATION PACKET



CENTER FOR
**CREDENTIALING
& EDUCATION**™

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GREENSBORO, NC 27403-3660 USA
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The Distance Credentialed Facilitator (DCF) mark is a trademark of the Center for Credentialing & Education, Inc (CCE).
CCE® and NBCC® are registered trade and service marks of the National Board for Certified Counselors, Inc.

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



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Be sure to make copies of all your forms and documents (except the sealed transcript) before mailing your application. CCE will not return any forms or documents to you or to a third party once your application has been submitted.

WHAT IS A DISTANCE CREDENTIALLED FACILITATOR?

The DCF certification identifies individuals working in a wide range of settings who have met the requirements set forth by the Center for Credentialing & Education, Inc. (CCE) and have satisfactorily completed the CCE-approved ReadyMinds training program.

Distance facilitation is an interactive process to help clients in many areas, including business, career, finances, health and relationships. The client and facilitator are active collaborators for the purpose of meeting the client's needs. Distance facilitation practice is recognized as a valid and valuable approach to helping clients and staff. DCFs may serve as any of the following:

- Career center staff
- Career coaches
- Career development case managers
- Career group facilitators
- Employment/placement specialists
- Human resource personnel
- Intake interviewers
- Job search trainers
- Life coaches
- Mentors
- Social services personnel
- Occupational and labor market information resource persons
- Workforce development personnel and others

ABOUT THE APPLICATION PROCESS

The application review process takes approximately six weeks from the date an application is received. When an application review is complete, CCE sends written notification of the status of the application. This notification is sent via postal mail. If additional documentation is required, the file is placed back into the queue for a second review when the documentation arrives. For this reason, it is best to include all required documentation with the initial application.

If you have specific questions regarding DCF certification, you can contact CCE at

CCE
3 Terrace Way
Greensboro, NC 27403-3660
Tel: 336-482-2856
Fax: 336-482-2852
E-mail: cce@cce-global.org

Information is also available on CCE's Web site: www.cce-global.org

**Application packets should be sent to
CCE-DCF
P.O. Box 77759
Greensboro, NC 27417-7759**

EDUCATION AND CREDENTIALING REQUIREMENTS

An applicant must

- Be fully certified in good standing as a Global Career Development Facilitator (GCDF)
OR
- Hold a master's degree in a helping professional field from a regionally accredited college or university, have successfully completed a graduate-level career development course, and be able to document 2,000 hours of career development or related experience. The career development course must meet current course content requirements as outlined below by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The career development course must include the following criteria: studies that provide an understanding of career development and related life factors, including career development theories and decision-making models; career, vocational, educational, occupational and labor market information resources, visual and print media, computer-based career information systems, and other electronic career information systems; career development program planning, organization, implementation, administration and evaluation; interrelationships among and between work, family, and other life roles and factors, including the role of diversity and gender in career development; career and educational planning, placement, follow-up and evaluation; assessment instruments and techniques that are relevant to career planning and decision-making; technology-based career development applications and strategies, including computer-assisted career guidance and information systems and appropriate World Wide Web sites; career counseling processes, techniques and resources, including those applicable to specific populations; and ethical and legal considerations.

Non-U.S. Degree Equivalency Note: Candidates who earned degrees outside the United States must have the degree(s) evaluated by an international transcript evaluation service and must submit the results to CCE with the application. CCE accepts evaluations completed by World Education Services, Inc.; Educational Credential Evaluators, Inc.; and American Association of Collegiate Registrars and Admissions Officers' Office of International Education Services.

TRAINING REQUIREMENTS

1. In order to be eligible to receive the DCF certification, candidates must complete the ReadyMinds Online Training Program, including appropriate quizzes developed and administered by ReadyMinds; and satisfy all eligibility requirements established by the CCE Board of Directors, including one of the educational requirements described above.
2. To enroll in the DCF training course, candidates must be fully certified in good standing as a GCDF or hold a bachelor's degree or higher. The DCF training is valid for a period of five years.

For information regarding the training, go to www.readyminds.com
or contact ReadyMinds at 888-225-8248.

CCE ETHICS POLICIES AND PROCEDURES

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

An applicant must complete all portions of the DCF application, including the Ethics Certification and Attestation, and the Applicant Certification and Agreement/Release Authorization. Application disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosures do not automatically render an individual ineligible for certification. CCE reserves the right to deny eligibility based on an ethics disclosure. Application fees are not refundable when an application is rejected.

The *Credential Eligibility Policy Relating to Criminal or Lesser Offense Convictions and Other Disciplinary Matters*, the *CCE Ethics Case Procedures* and the *DCF Code of Ethics* are available for your review on the CCE Web site at www.cce-global.org.

APPLICATION FEE

DCF Application Review Fee: **\$25 (U.S. dollars)**

This fee is nonrefundable.

ANNUAL MAINTENANCE FEE

The annual maintenance fee for DCF certificants is \$35. Each year, annual fee notices are sent on June 15 and due by July 31. DCF certificants who do not receive an annual fee notification by July 1 should contact CCE right away. If CCE does not receive payment by July 31, the certification becomes inactive. When a certification becomes inactive, a reinstatement application, \$50 reinstatement fee, and full payment of past due balances are required.

RECERTIFICATION

Current DCF certifications expire on July 31 at the conclusion of a five-year period. At that time, current certificants must complete the recertification process.

In order to recertify, DCF certificants must

- Adhere to the DCF *Code of Ethics* at all times.
- Complete 20 hours of continuing education hours for every five years of certification. Fifteen of the 20 hours can be related to career development. At least five hours must focus on distance facilitation.
- Sign and return a statement attesting to completion of the required continuing education and continued adherence to the DCF *Code of Ethics*. This attestation must be returned to CCE along with the fees due. Both must be received prior to the certification expiration date. CCE sends recertification notices with instruction via postal mail on June 15 of the year in which the certification is due to expire. This notification is sent along with the annual fee notice. DCF certificants who do not receive a recertification notice by July 1 during the year the certificate is due to expire should contact CCE right away. If CCE does not receive the signed recertification attestation and payment by the expiration date on the certificate, the certification will expire. When a certificate expires, a reinstatement application, \$50 reinstatement fee, documentation of 20 hours of continuing education, and full payment of any past due balance is required for reinstatement.
- Provide documentation of continuing education hours if selected for audit. Notification and instructions are included in the recertification notice for those DCF certificants selected for audit.



PLEASE PRINT CLEARLY IN BLUE INK

1. First Name: _____
2. Last Name: _____
3. Home Address: _____
 City, State/Province: _____
 ZIP/Postal Code, Country: _____
4. Business Address: _____
 City, State/Province: _____
 ZIP/Postal Code, Country: _____
 Preferred Mailing Address: Home Business
5. Home Telephone: _____
6. Business Telephone/Ext.: _____
7. E-mail: _____
8. Gender: Male Female
9. Date of Birth (mm/dd/yyyy): _____
10. How did you hear about the DCF certification? _____

MAILING INSTRUCTIONS:

Mail completed application packet and payment to
CCE-DCF
P.O. Box 77759
Greensboro, NC 27417-7759
USA

FOR OFFICE USE ONLY

REF.#: _____
 AMOUNT: _____
 BATCH #: _____
 DATE: _____

CCE may publish the certificant's name, location and e-mail address on the DCF Web site and will be sending updates/correspondence via e-mail in the near future. Please check if you DO NOT want your e-mail address published.

11. Education/Degree (attach a copy of transcript(s)*):

Highest Degree Earned	Date Degree Received	Major	Attendance Dates mm/yyyy to mm/yyyy	Institution Name and City/State

12. Licenses/Certifications (attach a copy of license/certificate): Use additional pages if necessary.

State	License/Certificate Type	License/Certificate Number	Issue Date	Expiration Date

13. DCF Training Program (attach a copy of the Letter of Recognition from ReadyMinds):
 Training Date (mm/dd/yyyy): _____

14. Career Development Graduate Course (not required for GCDFs):

Name of Course	Course Number	Credit Hours	Attendance Date(s) mm/yyyy to mm/yyyy	Institution at which course was taken

***Note: Fully and currently certified Global Career Development Facilitators (GCDFs) do not need to send copies of transcripts or licenses/certifications.**

15. Ethics Certification and Attestation (You must respond to each statement):

- | | | |
|--|------------------------------|-----------------------------|
| a. I understand that I am required to report in writing any changes concerning my responses to this application to CCE within sixty (60) days. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. I agree to act in accordance with the CCE policies including the CCE <i>Ethics Case Procedures</i> and the DCF <i>Code of Ethics</i> . | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. I have specifically identified to CCE all professional and occupational licenses and certifications. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. My past record is free of any charge or complaint related to governmental, regulatory or professional organizations. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| e. My past record is free of any charge or violation of any criminal or legal matter. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Note: Please provide a complete, detailed explanation of the circumstances related to “No” responses in items d or e above. You should also provide copies of the final disposition(s). Place the materials in a sealed envelope marked “ETHICS” and return with your application. Failure to provide required information will delay the processing of your application.

16. Applicant Certification and Agreement/Release Authorization:

I certify that the information provided in this application is accurate to the best of my knowledge.

I agree that CCE has the right to contact any person or organization in reviewing this application, and I authorize the release of any information requested by CCE to verify the accuracy of information provided. I further agree that CCE has the right to communicate with pertinent organizations about this application.

I understand that certification through CCE depends on my fulfillment of all required criteria including compliance with the DCF *Code of Ethics*. I understand that CCE certification does not create membership or other similar rights with CCE including the right to use CCE trademarks. I agree to comply with all CCE policies including my use of CCE designation marks.

I understand that certification through CCE is personal to me and may not be transferred to another individual or group. I also understand that any certification granted by CCE does not represent licensure or other authorization to practice business activities for a fee or otherwise. I release CCE and its representatives from all liability and claims arising from any occupational activity.

I agree to provide CCE with written notice within sixty (60) days of my knowledge the following:

- Any home or business address, telephone or e-mail change
- Any modifications to this application
- Any formal charge or complaint related to a criminal or legal action
- Any other charge or complaint by a regulatory or professional organization related to my practice
- Any other court or governmental matter related to my occupational practice

I understand that professional biographical data and certification data is considered to be public information. I further agree that for research and statistical purposes only, data resulting from my participation in the CCE certification process may be used. I understand that all application materials become the property of CCE and that neither the originals nor photocopies will be returned.

In the event that my certification has a special sanction, I agree to comply with all directives of the CCE ethics office or the CCE Board of Directors.

Signature: _____ Date: _____

ORIGINAL SIGNATURES IN BLUE INK ONLY - COPIES WILL NOT BE ACCEPTED



PLEASE PRINT CLEARLY IN BLUE INK

This form 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 this form has been completed, it should be returned to the applicant to be submitted with his or her application packet.

This form is not required for applicants who are fully certified as a Global Career Development Facilitator (GCDF) in good standing.

Applicant's Name: _____

REQUEST FOR VERIFICATION OF EXPERIENCE
TO BE COMPLETED BY APPLICANT

I have applied to CCE for certification as a Distance Credentialed Facilitator and am required to provide documentation of related career development experience. 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) _____

EMPLOYMENT VERIFICATION INFORMATION
TO BE COMPLETED BY EMPLOYER

This form verifies that _____ is/was employed in the position of _____ by this organization from the period of _____ to _____. I verify that _____ total hours (cumulative experience hours) were spent in the following career development or related tasks (list below):

Four horizontal lines for listing career development or related tasks.

If a position description is attached, the supervisor must sign the attachment.

PLEASE PRINT

- 1. Supervisor's Name: _____
2. Supervisor's Job Title: _____
3. Supervisor's Agency/Institution: _____
4. Supervisor's Telephone Number: _____
5. Supervisor's Signature: _____ Date: _____ mm/dd/yyyy

DO NOT USE CORRECTION FLUID ON THIS FORM
ORIGINAL SIGNATURES REQUIRED

DCF VERIFICATION OF EXPERIENCE FORM

