



GCDF APPLICATION PACKET



CENTER FOR  
**CREDENTIALING  
& EDUCATION™**

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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 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 GLOBAL CAREER DEVELOPMENT FACILITATOR?**

The Global Career Development Facilitator (GCDF) credential recognizes individuals who work in a variety of career development settings as having met the requirements set forth by the Center for Credentialing & Education, Inc. (CCE®) for the GCDF certification. GCDFs may serve as:

- 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 persons
- Workforce development personnel
- Military career development personnel

## **GCDF SCOPE OF PRACTICE**

The GCDF Scope of Practice includes the use of the following competencies as an employee of an agency or organization:

- Are competent in basic helping skills and use these skills in client interactions.
- Are proficient in the career facilitation process.
- Understand labor market and occupational information and trends.
- Assist clients in finding and using current resources.
- Comprehend and use career development computer resources.
- Administer and score career development assessments with proper training.
- Recognize the special needs of various groups and adapt services to meet their needs.
- Follow the ethical standards for career development facilitators.
- Know current legislation and regulations affecting employment.
- Understand career development theories, models, and techniques.
- Are competent in job search strategies and placement techniques.
- Prepare and deliver materials for training programs and presentations on how to access career information and how to effectively interview for a job.
- Understand career development programs.
- Work as a liaison in collaborative relationships with career counselors and other professionals.
- Market and promote career development programs.

## CORE COMPETENCY

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**—Accept suggestions for performance improvement from consultants and supervisors

## GCDF ETHICS POLICIES

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

An applicant must complete all portions of the GCDF 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 *GCDF Code of Ethics* are available for your review on the CCE Web site at [www.cce-global.org/Prof/Ethic](http://www.cce-global.org/Prof/Ethic).

**Important Note:** GCDF Instructor requirements are explained in the “GCDF Status Options” section.

## EDUCATION AND EXPERIENCE

To qualify for GCDF certification, an applicant must satisfy certain educational and career development work experience requirements. The following table identifies the minimum work experience accepted for certification relative to the highest completed educational degree of the applicant.

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

With respect to these requirements, applicants must:

1. Submit complete and accurate documentation of the highest level of education completed with his/her application. Acceptable document includes copies of diploma, (unofficial or official) transcript or verification letter from the educational institution. Please note that copies of “Web printed transcripts” will not be accepted. \*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.

**AND**

2. Verify that the specified number of work experience hours related to career development and the GCDF Competency Areas have been completed. \*\*Please note that GCDF training hours cannot be used to fulfill this work experience requirement; however, qualifying experience hours accrued prior to completing the GCDF training will be accepted.

### Applicants with non-U.S. degrees:

All application materials must be submitted in English. If application materials are not available in English, applicants must arrange to have an English translation provided at their own expense. CCE accepts translations from University Language Services ([www.universitylanguage.com](http://www.universitylanguage.com)). The translation must be forwarded directly to CCE by University Language Services.

## TRAINING

In addition to the education and experience requirements identified above, applicants must also complete at least 120 hours of training in the 12 GCDF competency areas from a CCE-approved training provider. A listing of CCE-approved training providers can be viewed at [www.cce-global.org/GCDF/US/Training](http://www.cce-global.org/GCDF/US/Training). A copy of the training certificate of completion must be submitted with the application.

Currently, all applicants who would like to apply for the U.S. specific GCDF credential must complete the U.S. specific GCDF core competency training. For applicants who wish to obtain the GCDF U.S. credential but have completed the training from an international CCE-approved GCDF training provider, please contact CCE for upcoming opportunities.

## GCDF PROVISIONAL STATUS

The Center for Credentialing & Education (CCE) will no longer accept provisional applications.

In order to be considered for provisional status, all provisional applications must be postmarked no later than February 28, 2011. Please contact CCE if you would like to apply for provisional status.

Current applicants holding provisional status will not be affected and will still have up to two years from the date CCE approved them for provisional status to fulfill the necessary requirements and upgrade to full certification.

## GCDF WITH INSTRUCTOR STATUS

CCE grants the GCDF instructor status to those practitioners demonstrating certain qualifications to provide instruction concerning the GCDF Training Program. Please note that GCDF instructor status is not a credential.

GCDF instructor status will be granted to those practitioners satisfying the following requirements:

1. Current GCDF certificants. In order to qualify as a GCDF instructor, current GCDF certificants must:
  - a. Be in good standing;
  - b. Successfully complete an approved GCDF Instructor training course; and,
  - c. Submit a copy of verification of completion for GCDF Instructor training course.

Upon CCE review and approval of such training course, CCE will issue a GCDF certificate noting your instructor status, and such status will be recorded in CCE certification records.

### OR

2. Instructors for a CCE-Approved Training Provider. Individuals, who do not currently hold the GCDF credential but are serving as instructors for a CCE-approved training provider, may apply for the GCDF credential and GCDF instructor status. In order to qualify, the following requirements must be satisfied:
  - a. Completion of the GCDF Application and Experience Form;
  - b. Your application fee will be reduced. Applicants submitting a GCDF application with instructor status must only submit payment of \$50 with your GCDF application;
  - c. Successful completion of an approved GCDF instructor training course;
  - d. Submission of documentation confirming completion of GCDF instructor training course with your application.

## THE APPLICATION PROCESS

- All applications are reviewed in the order of receipt within eight weeks and results will be sent via mail. Failure to include all required items (correctly completed) will result in the need for additional reviews. Each subsequent review will take up to eight weeks from the date of document receipt.
- Within 10 business days of receipt, CCE will mail a postcard verifying that the application has been received. We ask that applicants not call to confirm receipt of application as time spent answering these inquiries slows the review process.
- If additional documentation is needed for your GCDF application, CCE will contact you with details regarding the documentation needed and the deadline for submission. CCE reserves the right to request clarifying information as needed.

If you have specific questions regarding the GCDF application and certification, contact CCE at

CCE  
3 Terrace Way  
Greensboro, NC 27403-3660 USA

Tel: 336-482-2856  
Fax: 336-482-2852  
E-mail: [cce@cce-global.org](mailto:cce@cce-global.org)

Information about all of the credentials offered by CCE is available at [www.cce-global.org](http://www.cce-global.org).

## SUBMITTING THE APPLICATION

Applications must include the application fee of \$100. The application fee is nonrefundable and nontransferable. Submission of an application and fee does not guarantee the GCDF will be granted.

- Please use the most current application. (To ensure that you are using the most current form available, visit [www.cce-global.org](http://www.cce-global.org) before submitting your application.)
- All application materials must be submitted in English. If application materials are not available in English, applicants must arrange to have an English translation provided at their own expense. Please see the GCDF Eligibility Requirements section for more information.
- All forms must include original signatures in blue ink. Photocopied or facsimile signatures will not be accepted.
- We recommend that all application materials be submitted to CCE in one packet.
- We recommend making copies of all application materials before submitting the originals to CCE.
- Review the checklist on the payment voucher to ensure your packet is complete before sending.
- Mail your application packet to CCE, P.O. Box 77759, Greensboro, NC 27417-7759.

## GCDF RECERTIFICATION REQUIREMENTS

GCDF certification must be renewed every five years. CCE will mail each certificant a recertification form approximately six weeks before the certification expiration date. Since CCE recognizes a variety of continuing education activities, these activities are clearly outlined in the recertification standards provided to all GCDFs or by visiting our Web site at [www.cce-global.org/GCDF/US/Maintain](http://www.cce-global.org/GCDF/US/Maintain). In order to maintain certification, a certificant must satisfy the following GCDF recertification requirements:

1. Complete 75 continuing education hours within the GCDF Competency Areas. Of the 75 required continuing education hours, up to 15 continuing education hours may involve educational activities in topics outside the 12 competency areas but related to career development, and subject to CCE review and approval. CCE reserves the exclusive right to evaluate all education hours, and at its sole discretion, CCE may deny credit for those hours that fail to meet GCDF requirements. Certificants will be notified when continuing education hours are reduced or denied, including a statement indicating the basis for such action. Each year a random sample of 10 percent of all recertification packets will be audited. If selected for audit, CCE will require copies of course attendance certificates and/or other continuing education documentation as part of this review;

### AND

2. Accept and Sign an Ethics Certification and Attestation Agreement.

Certificants who do not receive a GCDF recertification notice one month before the certification expiration date should contact CCE immediately. If CCE does not receive a certificant's signed recertification form and annual maintenance fee payment by the specified due date, his/her certification will expire. A certificant whose certification expires due to failure to satisfy the recertification requirements by the specified date will be prohibited from using the GCDF certification. In order to be reinstated to active certification status, an expired certificant must submit a GCDF Reinstatement Application and documentation of 75 continuing education hours, as well as pay a reinstatement fee (currently \$50) and the past due fee(s) balance. It is the expectation of CCE that all submitted recertification materials will be complete and on time. Incomplete packets and/or late submissions are subject to late and/or administrative fees.

## FEES AND CREDENTIAL MAINTENANCE

*Fees are nonrefundable and nontransferable.*

**Application fee for GCDF Certification** (non-instructor): \$100 U.S. dollars

**Application fee for GCDF with instructor status:** \$50 U.S. dollars

**Annual maintenance fees:** \$25 U.S. dollars

Currently, the annual maintenance fee for certificate holders is \$25. CCE will send GCDF certificants an annual statement and GCDFs must remit the fee by the due date to maintain certification.

CCE will mail each certificant an annual maintenance fee notice approximately six weeks before the certification anniversary date. For example, a certificant with a certification date of June 1, 2010, will receive his/her first annual maintenance fee notice in May 2011. Certificants must remit the annual maintenance fee by the specified due date in order to maintain active status.

Certificants who do not receive an annual maintenance fee notice at the appropriate time should contact CCE immediately. If CCE does not receive a certificant's annual maintenance fee by the specified due date, his/her certification will become inactive. Certificants who become inactive due to nonpayment of the annual fee will be prohibited from using the GCDF certification. In order to be reinstated to active certification status, an inactive certificant must submit a GCDF Reinstatement Application, and pay a reinstatement fee, as well as the past due fee(s) balance.

**PLEASE PRINT CLEARLY IN BLUE INK**

1. First Name, MI:

Last Name:

Previous Name(s):

2. Street Address:

City, State/Province:

ZIP/Postal Code, Country:

3. Home Telephone:

Business Telephone:     Ext.:

Fax:

4. E-mail:

Check here if you do NOT want your contact information and e-mail address shared CCE may publish the certificant's name, location and e-mail address on the CCE 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.

5. Gender:  Male  Female

6. Date of Birth:      
month day year

7. Ethnic Origin (optional- for statistical purposes only):  
 African American  Native American  Asian  Caucasian  
 Hispanic/Latino  Native Hawaiian  Multiracial  Other

8. I am applying for certification as a/an:  
 instructor applicant (\$50 application fee)  
 non-instructor applicant (\$100 application fee)

9. Education- Applicants must submit an accurate and complete copy of the diploma or transcript for the highest educational level completed.

**Circle 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			

**MAILING INSTRUCTIONS**

Mail completed application packet and payment to:  
**CCE**  
**PO Box 77759**  
**Greensboro, NC 27417-7759**  
**USA**

**FOR OFFICE USE ONLY**

REF.#: \_\_\_\_\_  
 AMOUNT: \_\_\_\_\_  
 BATCH #: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**THIS FORM MAY NOT BE FAXED**

**GCDF APPLICATION FORM**

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

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

11. Completion of GCDF Core Competency Training Program or Instructor Training Program

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

12. 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)

**THIS FORM MAY NOT BE FAXED**

13. Professional Associations. Please list all current professional associations and/or memberships.

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

14. 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.  Yes  No
- b. I agree to act in accordance with the CCE policies including the *Ethics Case Procedures* and the *GCDF Code of Ethics*.  Yes  No
- c. I have specifically identified to CCE all professional and occupational licenses and credentials.  Yes  No
- d. My past record is free of any charge or complaint related to governmental, regulatory or professional organizations.  Yes  No
- e. My past record is free of any charge or violation of any criminal or legal matter.  Yes  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.

**THIS FORM MAY NOT BE FAXED**

15. 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 credentialing through CCE depends on my fulfillment of all required criteria including compliance with the GCDF *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 of the following:

- Any home or business address, telephone or email 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 credential 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 credentialing 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 credential 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**

**THIS FORM MAY NOT BE FAXED**



PLEASE PRINT CLEARLY IN BLUE INK

Applicant's Name: \_\_\_\_\_

I have applied to CCE for certification 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 (Blue ink required) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

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.

INFORMATION BELOW TO BE COMPLETED BY EXPERIENCE VERIFIER (not 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 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total hours specific to career development: \_\_\_\_\_

Supervisor/Manager's Name: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_

Supervisor's Agency/Institution: \_\_\_\_\_

Supervisor's Telephone Number: \_\_\_\_\_

Supervisor's Signature (Blue ink required): \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT USE CORRECTION TAPE OR FLUID ON THIS FORM

EXPERIENCE FORM



## APPLICATION FEES

GCDF Application Fee \$100  
 GCDF with Instructor Status Application Fee (non-GCDF certificants) \$ 50

- All fees must be paid in U.S. dollars and are nonrefundable.
- After CCE receives your completed GCDF Application Form, it will be reviewed within eight weeks.
- You will be notified in writing of your status and informed if further information is needed.
- CCE holds applications open for three years. During that time, applicants have the opportunity to rectify any deficiencies concerning their applications.

## METHOD OF PAYMENT

PLEASE PRINT CLEARLY IN BLUE INK

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 as listed below in the amount of \$\_\_\_\_\_ (U.S. dollars).

Card Type:  VISA  MasterCard  American Express

Name on Card: \_\_\_\_\_

Acct. #:

Card Security Code (from back of card):

Exp. Date:  /

Cardholder Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

### MAILING INSTRUCTIONS:

Mail completed application packet and payment to:  
 CCE  
 PO Box 77759  
 Greensboro, NC 27417-7759 USA

PAYMENT VOUCHER