

# 2009 APPLICATION PACKET



The DCF is offered by the Center for Credentialing and Education, Inc. (CCE) in collaboration with ReadyMinds, the leading provider of Distance Career Counseling Training.

Individuals who obtain the Distance Credentialed Facilitator (DCF) title can effectively provide assistance to clients in the area of life career development and planning. They may also facilitate the fostering and maintenance of interpersonal relationships, but essentially in the context of helping clients to plan for and maintain successful functioning within the world of work. Distance Credentialed Facilitators can offer their services via appropriate technology-assisted methods. They will seek supervision/consultation, as required by the ethical standards that apply to Distance Credentialed Facilitation and those standards that govern their professional scope of practice.

## INCLUDED IN THIS PACKET

- Certification Requirements
- Recertification Requirements
- Application Form
- Fee Information
- Ethical Standards
- Areas of Competency

Visit [www.readyminds.com](http://www.readyminds.com) for DCF training information



CENTER FOR  
**CREDENTIALING  
& EDUCATION™**

3 TERRACE WAY  
GREENSBORO, NORTH CAROLINA 27403-3660 USA  
TEL: 336-482-2856 \* FAX: 336-482-2852  
[www.cce-global.org](http://www.cce-global.org) \* [cce@cce-global.org](mailto:cce@cce-global.org)

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.

# What is a Distance Credentialed Facilitator?

The DCF credential designates individuals working in a wide range of settings who have met the requirements set forth by the Center for Credentialing and Education, Inc. (CCE) and have satisfactorily completed the CCE approved ReadyMinds Training program. This credential sets the standard in the evolving practice of distance facilitation.

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. Distance Credentialed Facilitators may serve as:

- 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

## Inquiries

The application review process takes approximately four to 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 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](mailto:cce@cce-global.org)

Information is also available on CCE's Web site: [www.cce-global.org](http://www.cce-global.org)

**Application packets should be sent to:**

**CCE  
PO Box 77759  
Greensboro, NC 27417-7759**

# Obtaining a DCF Credential

---

---

## Education and Credentialing Requirements

---

---

- 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. DCF Credential Eligibility Requirements: In order to be eligible to receive the Distance Credentialed Facilitator (DCF) credential, 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 5 years.

For information regarding the training go to [www.readyminds.com](http://www.readyminds.com)  
or contact ReadyMinds at (888) 225-8248.

---

---

## Application Fees

---

---

DCF Application Review Fee: **\$25 USD**

All fees are non-refundable.

# DCF Annual Renewal and Recertification

---

---

## Annual Maintenance Fee

---

---

The annual maintenance fee for DCF certificate holders is \$35. Each year, annual fee notices are sent on June 15 and due by July 31. DCF certificate holders 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.

---

---

## Ethical Standards for Distance Credentialed Facilitators

---

---

As a Distance Credentialed Facilitator (DCF) you are responsible for reading, understanding, and ensuring that your practice is consistent with the Ethical Standards for Distance Credentialed Facilitators. The processing and adjudication of ethics complaints made against those certified as DCFs will be performed in accordance with the CCE Ethics Case Procedures. These documents are available for your review on the CCE Web site at [www.cce-global.org](http://www.cce-global.org).

---

---

## Recertification

---

---

All DCF certificates expire on July 31, five years following the year of initial certification. At that time, certificate holders are required to recertify.

In order to recertify, DCF certificate holders must:

- Adhere to the Ethical Standards for Distance Credentialed Facilitators at all times.
- Complete 20 hours of continuing education hours for every five years of certification. Fifteen (15) of the 20 hours can be related to career development. At least five (5) hours must focus on distance facilitation.
- Sign and return a statement attesting to having completed the required continuing education and following the Ethical Standards for Distance Credentialed Facilitators. 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 certificate holders 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 certificate holders selected for audit.

# Ethical Standards for Distance Credentialed Facilitators

## Preamble

These ethical standards clarify for current and future Distance Credentialed Facilitators (DCFs), and to those they serve, the nature of ethical responsibilities based on the Distance Credentialed Facilitator Scope of Practice.

## Ten (10) DCF Competency Areas:

1. History/Orientation of Distance Credentialed Facilitation - Distance Credentialed Facilitators understand how to collaborate and communicate effectively with both colleagues and clients regarding distance facilitated services.
2. Using Appropriate Research and Resources - Professional Organization Resources- Distance Credentialed Facilitators know how to identify relevant research and resources related to distance practices in order to deliver effective and evidence-based facilitation services to their clients.
3. Developmental Models - Distance Credentialed Facilitators will understand developmental models and apply them to distance facilitation practice.
4. Planning - Distance Credentialed Facilitators know how to design and deliver Distance services suitable to diverse populations, which include required informed consent as well as appropriate program adaptations or referral resources when needed.
5. Distance Facilitation Process – Distance Credentialed Facilitators will apply effective helping process strategies and techniques and relate them to the stages of distance facilitation.
6. Technology - Distance Credentialed Facilitators will use technological resources appropriate to client needs in delivering distance facilitation services.
7. Assessment - Distance Credentialed Facilitators comprehend and use (under supervision), both validated formal and informal distance and offline developmental assessment resources so they may assist clients appropriately with their life planning needs.
8. Distance Communication – Distance Credentialed Facilitators will apply effective, technology-assisted written and oral communication skills to the distance facilitation process.
9. Ethical/Legal - Distance Credentialed Facilitators work within the parameters of the ethical and legal regulatory guidelines that govern face-to-face and distance delivered helping services. They know how and when to seek supervision (e.g., an evaluative relationship with a more senior DCF or competent professional with the goal of improving the functioning of the DCF) or consultation (e.g., seeking the expertise of another professional in addressing a particular situation), as required by the ethical standards that apply to Distance Credentialed Facilitation and those standards that govern their professional scope of practice.
10. Consultation and Support - Distance Credentialed Facilitators will seek consultation and support when they have concerns that they may be practicing outside their competency area or scope of practice.

The Distance Credentialed Facilitator (DCF) Code of Ethics is designed to provide behavioral guidelines for DCFs as they provide assistance to those individuals who seek and receive DCF services. The DCF Code of Ethics embodies sound moral and legal guidelines that help DCF credentialed persons follow best practice principles and meet public expectations for ethical behavior.

## Section A: General

1. The DCF will adhere to the Distance Credentialed Facilitator (DCF) Code of Ethics at all times.
2. DCFs operate ethically within the identified Scope of Practice for a DCF.
3. DCFs maintain competency in the ten (10) identified DCF Competency Areas.
4. DCFs understand developmental models and how to apply them within DCF services.
5. DCFs recognize the extent of their training and do not practice outside the limits of their competency. DCFs use only those

techniques for which they have received the appropriate amount of training, supervision, and experience. DCFs also recognize that their competency is in facilitation through distance methods.

6. DCFs understand basic helping skills, strategies, processes, and techniques and how to apply them to DCF services.
7. When appropriate, DCFs seek consultation with counselors or other professionals to design, deliver, and evaluate DCF services.
8. DCFs who are not able to provide the level or type of services needed by a client will provide suitable referrals for the client, and seek to ensure that the client is able to access those referrals within an appropriate amount of time.
9. DCFs consistently engage in self-improvement activities throughout their career, including but not limited to, attending continuing education activities, in-service events, and distance technology trainings.
10. DCFs constantly monitor distance technology advances, so as to assure that they remain current with advances in distance facilitation protocols and information exchange.
11. DCFs identify distance facilitation research and resources that can be used in their provision of DCF services.
12. DCFs use only those assessment procedures or measures for which they have received appropriate training, supervision, and experience.
13. DCFs consistently seek to balance client and the DCF's employing organization's needs. If a DCF determines that they are unable to fairly balance the needs of the client and the DCF's employer, the DCF refers the client to another professional.
14. DCFs do not engage in any behavior clearly in violation of accepted moral and legal standards.
15. All DCF services, including distance facilitation, classroom instruction, public lectures, demonstrations, written articles, electronic articles, radio or television programs, Internet videos, or any other types of media, must meet all criteria for ethical behavior contained within this Code of Ethics.

## **Section B: Relationships with Clients, Employers, and Other Professionals**

16. DCFs will maintain the confidentiality of clients and client information, except when Federal, State, or organizational law and policy permit the release of such information, or when there exists likelihood that the client may be a danger to self or others. Confidential information, electronic or other, will be stored for five years and then destroyed.
17. Confidential client information is the property of the DCF or their employing organization and may only be released to a client or other persons in compliance with written policies for information release.
18. Confidential client information may only be released to outside parties when that client delivers to the DCF a properly executed written release of information authorizing such release.
19. DCFs advocate for and encourage client choice in all DCF services.
20. DCFs acknowledge with clients the limitations of distance facilitation and create plans for how to address these limitations in DCF services.
21. DCFs do not refer clients of the DCF's employing organization to the private practice of the DCF, without obtaining the permission or agreement of the DCF's employing organization.
22. DCFs inform their employing organization of all conditions or situations that may limit the effectiveness of the DCF to provide distance facilitation services.
23. The DCF, when using computer-based methods of distance facilitation, ensures that:
  - (a) a client is intellectually, emotionally, and physically capable of using the computer-based application;
  - (b) specific elements of the computer application are appropriate to the needs of the DCF's client;
  - (c) the client is fully aware of and understands the computer-based application and what it will be used for in the DCF process;
  - (d) the DCF is available to provide follow-up to the client after their use of the computer-based application.

24. DCFs are not sexually, physically, or romantically intimate with clients or client family members. DCFs do not engage in sexual, physical, or romantic interactions with former clients for a minimum of five (5) years after the last professional contact.
25. DCFs avoid dual relationships with active clients, including non-professional or professional contact in the community, except when circumstances make it impossible to do so, (e.g., client is the only provider of a service in that community). In the case where a dual relationship cannot be avoided, DCFs carefully document the circumstance, and possible ramifications, and seek to anticipate and avoid any negative outcomes as a result of engaging in the dual relationship.
26. DCFs do not engage in or condone sexual harassment to include repeated comments, gestures, or physical contact of a sexual nature.
27. DCFs guard against allowing their personal or work issues to affect the DCF/client relationship. If personal issues are such that the DCF is unable to be of service to a client, the DCF will refer the client to another DCF or appropriate professional.
28. DCFs are aware of the effect of stereotyping and discrimination (i.e., biases based on age, disability, ethnicity, gender, race, religion, or sexual orientation), and guard the individual rights and personal dignity of the DCF client. DCFs also acknowledge the effects of stereotyping and discrimination on all persons, and do not engage in these behaviors.
29. DCFs understand the varying and diverse needs of populations served and provide DCF services appropriate to and applicable to the population or culture for whom the DCF is providing services. When needed, appropriate program adaptations or referrals may be made in order to provide culturally-appropriate DCF services.
30. DCFs respect other professionals, and if a client of another professional seeks service from a DCF, the DCF works in cooperation with the other professional, both striving to best meet the needs of the client. If a DCF is unaware of the presence of another professional involved with a client, upon becoming aware the DCF will make every attempt to coordinate care with the other professional.

### **Section C: Supervision and Consulting**

31. DCFs work to collaborate and communicate effectively with other professionals and with clients and check to ensure understanding of Distance Facilitation services.
32. DCFs establish and maintain working supervision agreements with consultants, supervisors, employers, and/or subordinates regarding the DCF process and DCF clients, the confidentiality of DCF materials, maintenance and dissemination of DCF materials, workload and accountability of the DCF, and communication protocols for interactions with the DCF. These working supervision agreements are to be known to both parties.
33. If a DCF has concerns about the effectiveness of the DCF process with a client, the DCF seeks supervision or consultation as appropriate to address those concerns.



Mail Completed Application  
 Packet & Payment to:  
 CCE  
 PO Box 77759  
 Greensboro, NC 27417-7759

# Certification Application Form

**PLEASE PRINT CLEARLY**

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: \_\_\_\_\_
5. **Home Phone:** \_\_\_\_\_
6. **Business Phone/Ext.:** \_\_\_\_\_
7. **E-mail:** \_\_\_\_\_

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

**CCE publishes 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.**

8. **Gender:**     *Male*         *Female*        9. **Date of Birth:** \_\_\_\_\_  
(mm/dd/yyyy)

10. **How did you hear about the DCF credential?** \_\_\_\_\_

**11. Education/Degree [attach copy of transcript(s)\*]:**

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

**12. Licenses/Certifications:**

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):**

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

---

---

**Documentation Checklist**

---

---

I have enclosed all of the following materials with this application.  
(Please DO NOT mail items separately.)

- Completed Application Forms (page 8-9)
- Verification of Experience Form (page 10) - not required for GCDFs.
- Copy of Master's degree transcript (see page 3) - not required for GCDFs
- Copy of transcript and course description verifying completion of a graduate level career development course (see page 3) - not required for GCDFs
- Copy of ReadyMinds Letter of Recognition verifying completion of DCF Training (see page 3)
- Payment Voucher (page 11)

---

---

**Attestation**

---

---

I agree that by submitting this application to CCE:

- a) I will fulfill the continuing education and annual maintenance requirements for my DCF credential.
- b) I have read and will abide by the Ethical Standards for Distance Credentialed Facilitators.
- c) I have reported to CCE and will report within sixty (60) days any legal and professional/occupational matters, proceedings, lawsuits, administrative agency actions, settlements, agreements, or organizational actions relating to me or my DCF practice, including all complaints relating to my DCF activities and matters or proceedings involving, but not limited to, criminal charges, lesser offenses, credentialing malpractice, disciplinary, ethics, or similar matter(s).

I accept responsibility for keeping myself aware of the most current requirements pertaining to (a) and (b) above. I will inform CCE within thirty (30) days of any changes in my permanent address and phone numbers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ORIGINAL SIGNATURES ONLY - COPIES WILL NOT BE ACCEPTED**



Mail Completed Application Packet & Payment to:
CCE
PO Box 77759
Greensboro, North Carolina 27417-7759 USA

Verification of Experience Form

This form is not required for applicants who are fully certified in good standing as a Global Career Development Facilitator (GCDF). 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 this form has been completed, it should be returned to the applicant to be submitted with his or her application packet.

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):

Blank lines for listing career development or related tasks.

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

PLEASE PRINT

1. Supervisor/Manager'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 WHITE-OUT ON THIS FORM
Original signatures required

