

or lesser offenses, complaints or charges. I understand that if certification is granted, renewal is subject to current certification requirements.

Upon certification, I understand that professional biographical data is considered to be public information and will be made available in response to consumer/client inquiries. I further agree that, for research and statistical purposes only, data resulting from my participation in the CCE certification process may be used in an anonymous/unidentifiable manner. I understand that all material becomes the property of CCE upon receipt and that neither originals nor photocopies will be returned to me.

In the event that my CCE certification is suspended or revoked, I agree to comply with all directives or orders of the CCE Ethics Committee, including the return of all credentialing documents. I agree to comply with such directives and orders in a timely manner and at my own expense.

8. Agreement to Practice the Ethical Standards for GCDFs and Proper Use of Assessments:

By signing this document, I certify that I have read and understand the Ethical Standards for GCDFs and promise to follow its guidelines.

I recognize that the administration and interpretation of career assessments may be governed by state and/or national rules and regulations as well as test publishers' regulations. I will therefore become familiar with such rules and regulations for my jurisdiction.

I agree that if I work outside of my scope of practice, I will seek supervision or consultation from a licensed or credentialed mental health professional.

I also understand that any administration and interpretation of assessments that I conduct will be done under the direction of my supervisor or with the written authorization of my employer.

Applicant's Signature

Date (mm/dd/yyyy)

ORIGINAL SIGNATURES ONLY- COPIES WILL NOT BE ACCEPTED

Recertification Requirements/Maintenance Fee

The following steps must be completed in order to reinstate your GCDF certification:

1. Submit payment of all past due fees as stated on the GCDF renewal or recertification notice. Contact CCE if you do not have a copy of the renewal or recertification notice.
2. Submit payment of the \$50 reinstatement application fee.
3. If the GCDF certification is expired, attach the signed recertification notice and documentation of 75 continuing education hours as specified in the GCDF Recertification Guidelines.
4. Read and sign the ethical attestation statements.

Maintaining the GCDF Credential

The GCDF credential is valid for a five-year period. GCDF credential holders must pay annual maintenance fees and recertify at the end of the five year period.

Recertification/Continuing Education

Recertification is necessary every five years. The recertification process and its components are described below:

- Once you are certified, you must complete 75 continuing education hours within the 12 competency areas during the five-year certification period. You may submit up to 15 hours in other areas for CCE review and approval. You may be required to provide copies of certificates of attendance and other documentation of continuing education.
- Recertification notices and instructions are mailed in conjunction with the annual maintenance fee. If you do not receive the recertification notice one month before your expiration date, please contact CCE immediately. If CCE does not receive the signed recertification notice and payment by the due date, your certification will expire. When a certification expires, the following are required for reinstatement: a reinstatement application, a \$50.00 reinstatement fee, documentation of 75 continuing education hours, and full payment of the past due balance.
- **Consultation/Supervision:** You must attest that you sought consultation/supervision each time you had concerns, questions or doubts that you were practicing outside of your competency/training.
- **Ethics Adherence:** You must uphold the Ethical Standards for GCDFs at all times. When you receive your recertification notice, you will be asked to attest to your adherence to the Ethical Standards.

Annual Maintenance Fee

GCDFs must remit the annual maintenance fee by the due date to remain credentialed. The current fee is \$25.00. The annual billing occurs approximately six weeks before your certification month. (Example: If your certification date is June 24, 2006, you will receive your maintenance bill in May 2007.) If you do not receive the renewal notice at this time, please contact CCE immediately. If CCE does not receive payment by the due date, your certification will become inactive. Once the certification has become inactive, you will be required to submit a reinstatement application, a \$50.00 reinstatement fee, and full payment of the past due balance.

Ethical Standards for Global Career Development Facilitators

Preamble

These ethical standards clarify for current and future Global Career Development Facilitators (GCDFs), and those they serve, the nature of ethical responsibilities based on the Global Career Development Facilitator Scope of Practice.

GCDF Scope of Practice

Global Career Development Facilitators (GCDFs) provide an important contribution to career programs in a variety of positions such as:

- Career coach
- Career development case manager
- Career group facilitator
- Career resource center coordinator
- Career technician
- Employment/placement specialist
- Human resource career development coordinator
- Intake interviewer
- Job search trainer
- Occupational and labor market information resource person
- Workforce development personnel

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.

Section A: General

1. The GCDF will adhere to this Global Career Development Facilitator Code of Ethics.
2. GCDFs recognize the extent of their training and provide only services and use techniques for which they are qualified by training and/or supervised experience. GCDFs recognize that their competency is in career assistance, not in career counseling or psychotherapy.

3. GCDFs improve practices and services through continuing education and in-service practice throughout the GCDFs' careers. The GCDFs operate within the limits of the GCDF scope of practice.
4. The use of assessment instruments or procedures must be within the GCDFs' scope of training.
5. It is the responsibility of the GCDFs to balance client and organizational needs.
6. GCDFs avoid public behavior that is clearly in violation of accepted moral and legal standards.
7. GCDF products and services, including classroom instruction, public lectures, demonstrations, written articles, radio or television programs, or other types of the media, must meet the criteria cited in all sections of these standards.
8. The GCDF will maintain confidentiality regarding content discussed with clients and client records unless the Federal, state or employing institution laws and policy require disclosure.

Section B. Global Career Development Facilitator (GCDF) Relationships with Clients and Employers

1. GCDFs must recognize and advocate for client freedom of choice in GCDF services.
2. The GCDF/client relationship and information resulting from it must be kept confidential, consistent with the obligations of the GCDF's employment setting.
3. If the GCDF cannot assist the client or the client's needs are outside the GCDF's scope of practice, the GCDF will identify and refer properly.
4. The GCDF must alert the employer to conditions that may be potentially disruptive or damaging to the welfare of clients and goals of the agency.
5. The GCDF must inform the employer of conditions that may limit his or her effectiveness.
6. When computer applications are used, the GCDF must ensure that:
 - (a) the client is intellectually, emotionally and physically capable of using the computer application;
 - (b) the computer application is appropriate for the needs of the client;
 - (c) the client understands the purpose of the computer application; and
 - (d) follow-up is provided for the client to both correct possible problems (misconceptions or inappropriate use) and to assess further needs.
7. GCDFs will not be sexually, physically, or romantically intimate with clients.
8. GCDFs do not condone or engage in sexual harassment that includes deliberate or repeated comments, gestures, or physical contact of a sexual nature.
9. GCDFs do not bring their personal or work issues into the GCDF/client relationship.
10. GCDFs are aware of the impact 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 client.

Section C: Consultation/Supervision

1. GCDFs must establish working relationships and agreements with consultants, supervisors, employers and/or subordinates regarding the GCDF/client relationship, confidentiality, distinction between public and private materials, maintenance and dissemination of recorded information, work load and accountability. Working agreements in each instance should be specified and made known to those concerned.
2. Consultation/supervision will be sought at any time that the GCDFs have concerns, questions, or doubts that they may be practicing outside of their competency area or outside the GCDFs' scope of practice.



Payment Voucher

- Please submit payment of past due balance on the GCDF Renewal or Recertification Notice.
- All fees must be paid in U.S. dollars.
- After CCE receives your application packet, it will be reviewed within 4-6 weeks.
- You will be notified in writing of your status and informed if further information is needed.

REINSTATEMENT APPLICATION FEE: \$50.00 (USD)

Method of Payment for the GCDF Reinstatement Application Fee

Applicant's Name

Telephone **DAY** **EVENING**

Enclosed is a check or money order - payable to CCE - in the amount of: _____

Please charge the credit card as listed below in the amount of: _____

Card Type: VISA MasterCard American Express

Name on card:

Acct. #: Exp. Date: /

Card Security Code* (from Back of Card):

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

*** How to find your card Verification Code Numbers:**
On a Visa or MasterCard: Turn your card over and look in the signature strip. You will find either the entire 16-digit string of your card number OR just the last 4-digits, followed by a space, followed by a 3-digit number. The 3-digit number is your card security code (CID).
On an American Express Card: the CID number is a 4-digit number that appears above the end of your card number. Please leave the designated space blank if your card does not have a code.

**Send application and payment to:
 CCE
 PO Box 77759
 Greensboro, NC 27417-7759**