

2009 Application Packet



The GCDF certification is offered by the
Center for Credentialing and Education

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must have the expressed written permission of the CCE.

You perform a valuable service as a Career Consultant (GCDF).
Take the next professional step...
become certified.

Global Career Development Facilitator BULGARIA

INCLUDED IN THIS PACKET

- Certification Requirements
- Recertification Requirements
- Application Form
- Experience Form
- Step-by-step Instructions
- Fee Information
- Ethical Standards
- Areas of Competency

Visit www.cce-global.org for GCDF training information



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& 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.

Recognized by the National Board for Certified Counselors, Inc. and Affiliates (NBCC®)
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What is a Global Career Development Facilitator?

The GCDF title designates individuals working in a variety of career development settings who have met the requirements set forth for this certification by the Center for Credentialing & Education, Inc. (CCE®).

Global Career Development Facilitators may serve as:

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

Inquiries

Please note that the review process takes about 4-6 weeks from the date your application materials are received. If you have specific questions regarding GCDF certification, you can contact NBCC Bulgaria at:



NBCC BULGARIA/ BUSINESS FOUNDATION FOR EDUCATION

3 Shipka Street, Fl. 4

1504 Sofia, BULGARIA

WEB: www.fbo.bg

TEL: +359 2 9 444 349

EMAIL: fbo@jobtiger.bg

Information is also available on NBCC's Web site: www.bulgaria.nbcc.org/bg/home

Application packets should be sent to NBCC BULGARIA.

How to Apply for the GCDF Credential

STEP ONE: DOCUMENTATION COMPLETION

1. Read the GCDF Code of Ethics, located on pages 6 and 7.
2. Complete the enclosed GCDF Certification Application Form. Use black ink. Please print clearly in capital letters.
3. Complete the enclosed Experience Form and have employer(s) sign it.
4. Include verification of education. CCE accepts copies of diplomas, transcripts, or letters of verification from institution registrars or other appropriate officials (may not be an instructor.)
5. Include GCDF certificate of completion from a CCE-approved curriculum provider.

STEP TWO: DOCUMENTATION SUBMISSION

Before you mail your documents, make sure that you have included:

the application forms-pages 8 and 9	[]
the experience form - page 10	[]
verification of education/degree	[]
verification of GCDF training	[]

****Your signature on all required forms****

****Original Forms (copies are not accepted)****

****Your payment along with the application****

****All fees are non-refundable****

Submit all of your application materials in one packet to:
NBCC BULGARIA/ BUSINESS FOUNDATION FOR EDUCATION
3 Shipka Street, Fl. 4
1504 Sofia, BULGARIA

STEP THREE: REVIEW

After CCE receives your documentation and payment, you will be considered under review. This process normally takes 4-6 weeks from the date all materials are received. During the review process, you will be notified in writing if further information is required.

STEP FOUR: CERTIFICATION

Once your application has been approved, you will receive written notice of your certification. Your certificate will be sent to you soon after notification.

GCDF-Bulgaria Certification Requirements

Education and Experience

A combination of the following education and experience is required. Documentation for the highest educational level completed must accompany your application. This can be a copy of a degree certificate.

Education

Bachelor's degree or Higher

Experience*

200 Supervised Experience Hours

**Experience must be in the GCDF-Bulgaria competency areas. An Experience Form is enclosed in this packet for documentation. The 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 consulting tasks

GCDF Code of Ethics

You must carefully read the GCDF Code of Ethics which can be found on pages 6 and 7. A statement attesting that you agree to follow this Code of Ethics is included on your GCDF Certification Application Form.

Training

120 hours of training from the GCDF-Bulgaria approved provider must be successfully completed.

Supervision

Supervision must be sought at any time you have concerns, questions or doubts that you may be practicing outside of your competency/training. Supervisors should be appropriately qualified professionals.

Application Fees

Contact NBCC Bulgaria for application fee information.

NBCC Bulgaria/ Business Foundation for Education

3 Shipka Street, Fl. 4

1504 Sofia, BULGARIA

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TEL: +359 2 9 444 349

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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.

Certification Application Form (Page 2 of 3)

9. Verification of Accuracy, Agreement and Release Authorization:

By signing this document, I certify that the information provided in this application is accurate and complete to the best of my knowledge. I agree that the CCE has the right to contact any person or organization to review this application. I authorize the release of any information requested by the CCE with respect to the review of this application. I further agree that the CCE has the right to notify any pertinent organizations if this application contains false information.

I understand that any certification granted by the CCE does not specify licensure or registration to practice for a fee or otherwise. I release the CCE from all liability and claims that may arise from any career activity in private practice or otherwise.

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 original nor photocopies must 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.

10. Agreement to Practice the GCDF Code of Ethics and Proper Use of Assessments

By signing this document, I certify that I have read and understand the GCDF Code of Ethics and agree to follow its guidelines.

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

I agree that if I work outside of my scope of practice, I will seek supervision from a qualified professional.

Applicant's Signature

Date

Please Note...

- All fees listed are in US dollars.
- After CCE receives your application packet, you are considered under review. This process takes 4-6 weeks. After the review process, you will be notified in writing if further information is needed.
- You will receive written notice as soon as you are certified.



Experience Form

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 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 as a GCDF-Bulgaria

TO BE COMPLETED BY APPLICANT

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 _____

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 work directly related to the following career development tasks (**list below**):

If the job 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

Recertification Requirements/Maintenance Fee

Supervision

You must attest that you sought supervision at any time that you had concerns, questions or doubts that you were practicing outside of your competency/training.

Recertification/Continuing Education

Seventy-five (75) hours of workshop, in-service training, conference attendance or coursework during your five-year certification period is required if you wish to be recertified. This continuing education needs to be in one of the competence areas listed on the back panel of this brochure. Written proof of continuing education is required upon request by CCE.

GCDF certification is valid for a five-year period. To maintain your GCDF credential, you must recertify at the end of that period.

Ethics Adherence

You must adhere to the GCDF Code of Ethics at all times. You will be required on an annual basis to review and attest that you have adhered to the GCDF Code of Ethics when you receive your statement of annual maintenance fees.

Annual Maintenance Fee

The annual maintenance fee is \$10.00 (U.S. dollars). You will receive a bill based on your certification date.

GCDF Areas of Competency

1. Career Development: Theory and Information
2. Communication Skills and the Helping Process
3. The Assessment Process in Career Development
4. The Training Process and Career Development Programs
5. Goal Setting and Action Plans
6. Career and Labor Market Information
7. Ethical and Legal Issues in Career Guidance