

2009 Application Packet



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Center for Credentialing and Education

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must have the expressed written permission of the CCE.

Global Career Development Facilitator CANADA

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



CENTER FOR
CREDENTIALING
& EDUCATION™

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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 complete application is received. If you have specific questions regarding GCDF certification, please contact CCE at cce@cce-global.org.

CCE
3 Terrace Way
Greensboro, North Carolina 27403-3660
USA
Tel: 336-482-2856
Fax: 336-482-2852
cce@cce-global.org

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

Send your completed application to:

CCE
PO Box 77759
Greensboro, North Carolina 27417-7759
USA

Special Note For GCDF Instructors

Instructors delivering a CCE approved curriculum are not required to submit the experience form or verification of education. Instead, they should include a copy of their Certificate of Completion for instructor training. See Page 6 of this booklet for complete instructions.

How to Apply for the GCDF Credential

STEP ONE: DOCUMENTATION COMPLETION

1. You must read, understand, and abide by the Ethical Standards for Global Career Development Facilitators.
2. Complete the GCDF Certification Application Forms. Please print clearly - **use blue ink.**
3. Complete the Experience Form and have employer(s) sign it. Please **MAIL** the original form to CCE. (You may photocopy the blank form if you need to have more than one employer complete it.)
4. **Include documentation of the highest level of education completed.** CCE accepts copies of diplomas, transcripts, or letters of verification from institution registrars or other appropriate officials. We cannot accept documentation from instructors.
5. If applying for full certification, include verification of the required 120 hour training in GCDF competency areas. Training must have been provided by a **CCE approved GCDF curriculum provider.**

For a list of approved GCDF curricula, go to www.cce-global.org.

STEP TWO: DOCUMENTATION SUBMISSION

Before mailing your completed application packet, make sure that you have included:

Certification Application Forms - pages 10-11	[]
Experience Form - page 12	[]
Verification of Education	[]
Verification of GCDF Training	[]
Application Fee and Payment Voucher	[]

Submit all of your application materials in one packet to the following address:

**CCE
PO Box 77759
Greensboro, North Carolina 27417-7759 USA**

STEP THREE: REVIEW

After CCE receives your application and processes your payment, your application will be prepared for review. This process normally takes 4-6 weeks from the date all materials are received. When the initial review is complete, you will be notified in writing if further information is required. Please note that your file will be placed back in queue for a second review if further information is needed. In order to expedite the review process, be certain you have included all required documentation in your initial application packet.

STEP FOUR: CERTIFICATION

When your application is approved, you will receive written notice of certification. Your certificate will be sent to you soon after you are notified.

GCDF Certification Requirements

Note: *If you are a GCDF instructor, your certification process may be different. Please see the box on page 6 for details.*

Education and Experience

A combination of the following education and experience is required. Documentation of the highest level of education completed must accompany your application. In order to qualify for certification, experience must be acquired after obtaining a high school diploma or GED.

Education

Graduate Degree
Bachelor's Degree
Associate's Degree
High School Diploma/GED

Experience*

1,400 hours
2,800 hours
4,200 hours
5,600 hours

*GCDF training hours cannot be used to fulfill the experience requirement. Experience hours accrued prior to completion of GCDF training may be included. All documented experience hours must be career development related and must fall within the 12 GCDF competency areas.

Training

Applicants must have completed 120 hours of training in the 12 GCDF competency areas from a CCE approved training provider. A listing of approved curricula providers can be viewed at www.cce-global.org.

OR

Individuals must have completed instructor training with a CCE-approved curriculum provider.

For GCDF Instructors:

If you are a GCDF Instructor of an approved training curriculum, please submit the following for certification:

1. Application form (Page 10-11)
2. \$50 fee and payment voucher (page 13)
3. Copy of your **Instructor Training Certificate** indicating completion of an approved GCDF instructor training course

If you are already certified as a GCDF, you do not need to submit an application. Simply fax or mail a copy of your instructor training certificate to CCE and the “Instructor” designation will be noted in your record. CCE will issue a certificate designating instructor status to GCDFs who provide proof of their instructor designation. You must inform CCE of your “Instructor” designation in order for your trainees’ GCDF applications to be accepted.

Application Fees

Application Fee (non-instructor)	\$100.00 (USD)
Application Fee (Instructor)	\$ 50.00 (USD)

ALL FEES ARE NON-REFUNDABLE.

Consultation/Supervision

Consultation/supervision must be sought whenever you have concerns, questions or doubts about practicing outside of your competency/training. ***Consultants or supervisors should be licensed or credentialed mental health professionals.***

Ethical Standards for GCDFs

You must carefully read the Ethical Standards for GCDFs in this packet. You must sign the statement of agreement on page 11 indicating that you understand and will abide by the Ethical Standards.

Recertification Requirements/Maintenance Fee

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.

Certification Application Form (Page 1 of 2)

**THIS FORM
MAY NOT BE
FAXED**

Mail application,
transcript and other
documents with
payment to:

CCE
PO Box 77759
Greensboro, NC
27417-7759

**FOR OFFICE USE
ONLY**

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

1. First Name/MI:

 Last Name:

 Previous Names. Please attach a separate sheet if necessary:

2. Please check here if you do NOT want your contact information and e-mail address shared with CE Providers and potential clients.

3. Street Address:

 City and State/Province:

 ZIP/Postal Code and Country

4. Home Phone: Business Phone:

5. E-mail:

6. Fax:

7. Gender: M F

8. Date of Birth (MM/DD/YY): / /

Certification Type:

Application Fee: non-instructor (\$100)

Application Fee: instructor (\$50)

9. Ethnic Origin (optional- for statistical purposes only):

African American
 Native American
 Asian
 Caucasian
 Hispanic/Latino
 Native Hawaiian
 Multi-racial
 Other

10. Education:
 Circle highest level completed: 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Include Verification	Date Graduated	Name & Address of Institution
High School/GED		
College		
Graduate Program		

CCE Form 5-A-01-07

11. Training in GCDF Competencies:

Date	Name, Address, and Phone No. of Trainer	Name & Address of Training Institution	Hours Completed



cce

CANADA



Global Career Development Facilitator

Certification Application Form (Page 2 of 2)

12. How did you hear about the GCDF certification? _____

13. 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 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. I understand that CCE certification depends upon my fulfillment of all required criteria including compliance with the Ethical Standards for GCDFs. I further agree to fully inform the CCE, in a timely manner, if I become the subject of any ethics, disciplinary, criminal, 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.

14. 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



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 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



Payment Voucher

- All fees must be paid in US dollars.
- After CCE receives your application packet, it will be reviewed within 6 weeks.
- You will be notified in writing of your status and informed if further information is needed.
- CCE holds applications open for a three-year period. During that time, applicants have the opportunity to rectify deficiencies.

APPLICATION FEES	
Application Fee (non-instructor)	\$100.00 (USD)
Application Fee (Instructor)	\$ 50.00 (USD)

Method of Payment for the GCDF-CANADA 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 USA**

GCDF Areas of Competency

1. **Helping Skills**—Be proficient in the basic career facilitating process while including productive interpersonal relationships.
2. **Labor Market Information and Resources**—Understand labor market and occupational information and trends. Be able to use current resources.
3. **Assessment**—Comprehend and use (*under supervision*) both formal & informal career development assessments with emphasis on relating appropriate career development assessments to the population served.
4. **Diverse Populations**—Recognize special needs of various groups and adapt services to meet their needs.
5. **Ethical and Legal Issues**—Follow the GCDF Code of Ethics and know current legislative regulations.
6. **Career Development Models**—Understand career development theories, models and techniques as they apply to lifelong development, gender, age and ethnic background.
7. **Employability Skills**—Know job search strategies, and placement techniques, especially in work with specific groups.
8. **Training Clients and Peers**—Prepare and develop materials for training programs and presentations.
9. **Program Management/Implementation**—Understand programs and their implementation, and work as a liaison in collaborative relationships.
10. **Promotion and Public Relations**—Market and promote career development programs with staff and supervisors.
11. **Technology**—Comprehend and use career development computer applications.
12. **Consultation**—Accept suggestions for performance improvement from consultants or supervisors.