



CENTER FOR
**CREDENTIALING
& EDUCATION™**

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*An affiliate of the
National Board for Certified Counselors, Inc. (NBCC)*

You perform a valuable service as a
Career Consultant (GCDF).

Take the next professional step...
become certified.



Turkey

Included in this packet:
Certification Requirements
Recertification Requirements

Step-by-step Instructions
Fee Information
Areas of Competency

Application Form
Experience Form

WHAT IS A GCDF?

The GCDF title designates individuals working in a variety of career consulting settings who have met the requirements set forth by the Center for Credentialing & Education, Inc. (CCE). GCDFs may serve as:

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

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INQUIRIES

If you have specific questions regarding GCDF certification, contact:

Bahcesehir University
Attention: Fulya Kurter
Ciragan Caddesi. Osmanpasa Mektebi sk.
NO: 4/6 Besiktas Istanbul
(0212) 3810160

Information is also available on CCE's Web site: www.cce-global.org and <http://bukam.bahcesehir.edu.tr>
Application packets should be sent to Bahcesehir University at the address above.

HOW TO APPLY FOR CERTIFICATION

1. Read the GCDF Code of Ethics.
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 170 hours of training from a GCDF-Turkey approved provider.
5. If applying for full certification, include verification of additional training in GCDF competencies such as a CCE-approved GCDF curriculum completion certificate.

DOCUMENTATION SUBMISSION

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

the application forms-pages 7-8	[]
the experience form - page 9	[]
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:

Bahcesehir University

Attention: Fulya Kurter

Ciragan Caddesi. Osmanpasa Mektebi sk.

NO: 4/6 Besiktas Istanbul Turkey

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

Requirements to Become Certified as a GCDF-Turkey

Education & 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	Experience**
Graduate Degree	1,400 work experience hours, of which 200 must be supervised career development related experience
Bachelor's Degree	2,800 work experience hours, of which 200 must be supervised career development related experience

**Experience must be in the GCDF-Turkey 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 on page 5 and 6. A statement attesting that you agree to follow this Code of Ethics is included on your GCDF Certification Application Form.

GCDF-Turkey Training Required

170 hours of training from a GCDF-Turkey 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

Full 5-year certification	60.00 €
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PAYMENT MUST BE MADE IN EUROS.



ETHICAL STANDARDS FOR GLOBAL CAREER DEVELOPMENT FACILITATORS

Preamble

These ethical standards clarify for current and future Global Career Development Facilitators (GCDFs), and to 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 CDF 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.

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 EURO except the fee for the whole program that is announced every year will be in YTL
- 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

 Applicant's Name:

Request for Verification of Experience as a GCDF-Turkey

I have applied to CCE for certification as a GCDF and am required to provide documentation of experience as a career consultant. Please complete the Employer Verification Information below and return it to me. My application cannot be submitted without this form.

Applicant's Signature	Date
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Employment Verification Information

This form verifies that _____ is/was employed by this agency/group during the period _____ to _____. I verify that _____ total hours (cumulative experience hours) were spent in work directly related to the following career development tasks (list below):

Information below pertains to the person completing this form, not the applicant. Please print in the blocks.

 1. Supervisor/Manager

 2. Job Title

 3. Agency/Institution

 4. Address

City		State/Province	
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 Zip/Post Code

 Country

 5. Telephone

	-		-	
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6. Signature	Date
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PHOTOCOPY THIS FORM AS NEEDED
 This form may NOT be faxed.

Requirements for Maintaining GCDF-Turkey Certification

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.

Continuing Education/Recertification

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. The fee for recertification (every 5 years) will be 50 Euros.

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.

GCDF-Turkey: 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 GCDF Code of Ethics and know current legislative regulations.
6. **Career Development Models**—Understand career development theories, models and techniques as they apply to life-long 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.