NCDA TRAINING AND EDUCATION COUNCIL

CONTINUING EDUCATION MANUAL

For Instructors of
Facilitating Career Development (FCD)
School Career Development Advisor (SCDA)
Career Practitioner Supervision (CPS)

NCDA | National Career Development Association

NCDA Training and Education Council – January 2025

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Introduction to the NCDA and the Training and Education Council

NCDA Mission

The National Career Development Association (NCDA) provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.

Vision

NCDA's vision is for all people to attain fulfilling career and life goals.

Tagline

Inspiring Career ~ Empowering Lives

Brief History

The National Career Development Association Board of Directors formed the Training and Education Council (formerly FCD Advisory Council) in 2001 to enhance the development and delivery of the ***NCDA Facilitating Career Development Training and Certification Program***. Since that time, the Facilitating Career Development training program (formerly called the Career Development Facilitator program) has expanded greatly. NCDA has added resource guides, supplemental materials, virtual learning, curriculum updates, and numerous professional development institutes, workshops, trainings, and other beneficial services to the Career Development community. NCDA has also added two additional training programs - ***School Career Development Advisor Training and Certification Program*** and the ***Career Practitioner Supervision Training and Certification Program***. NCDA Training Programs are recognized worldwide for their gold standard in training career development professionals of all levels in all settings.

The Training and Education Council meets 2-3 times each year. The yearly planning meeting is scheduled sometime in the first quarter of the year (typically mid-February). Council members meet again during the NCDA Annual Global Conference in the summer. In addition, council members participate in regular virtual meetings.

About Continuing Education and Renewal Process

Why is Continuing Education Important?

Continuing Education develops your skills, keeps you current in your field, and allows you to deliver quality training and services.

As an NCDA FCD, SCDA or CPS Instructor, you will be responsible for recording your continuing education on the NCDA Instructor Registry Membership Continuing Education Log Sheet. Record the activities that you attend for recertification as an NCDA Instructor. The activities must occur within the three-year certification cycle at renewal of your FCD Instructor Registry membership. You must obtain *30 contact hours during each three-year cycle*. Any course or activity offered by an NCDA approved provider, or state/country licensure-approved provider that addresses one or more career development competency areas is acceptable. You must maintain proper documentation in your files (hard copies or electronic copies of certificates, agendas, letters, etc.) in the event of an audit of CE contact hours.

As an NCDA member, your CE contact hours at NCDA-sponsored events will be documented for you and available when you log-in to your NCDA member account. www.NCDA.org

Annually the NCDA Training and Education Council will review and recommend approved continuing education offerings.

Guidelines for Continuing Education

All NCDA Instructors Registry members are required to obtain continuing education. The **required 30 contact hours every 3 years** must meet the NCDA's Training and Education Council's requirements regarding competency area and activity type, as described below. A contact hour is defined as an hour (60 minutes) spent in learning, development, or delivery in a credential domain/competency area.

To decide if an activity aligns with your Instructor Registry membership, you must be able to answer "yes" to each question below:

1. Does the content of the activity fall into one or more of the 12 career competencies?
2. Are professionals of the career development field the intended audience for the activity?
3. Will the activity be completed during my Instructor Registry membership period?
4. Does the activity clearly involve the creation of new materials, resources, and/or courses, or fall outside of the existing duties and responsibilities of my employment?

Approved Methods of Obtaining Continuing Education Contact Hours

Unless otherwise noted, requirements apply to both virtual learning and in-person activities. A **peer** is defined as an individual who works in the same field or occupation and has approximately the same overall level of expertise, training, education or relevant experience as you. See descriptions below.

Activity	Requirements for CE Credit	Contact Hours Awarded	Determining CE Contact Hours	Required Documentation
Auditing or enrolling in college/university courses	The course must be from a post-secondary institution accredited by US Dept. of ED database of Accredited Postsecondary Institutions and Programs or by an international accrediting agency. The course must cover one or more of the career competencies.	No Limit. Each activity counts once during each Instructor Registry Membership period.	1 credit semester course equals 15 contact hours. (e.g. A semester course worth 3 credits equals 45 contact hours). 1 credit quarter term course equals 2/3 of a semester credit. (e.g. A quarter course worth 3 credits equals 30 contact hours).	Transcript, grade report, certificate of completion, or verification form. Passing grades accepted.

Activity	Requirements for CE Credit	Contact Hours Awarded	Determining CE Contact Hours	Required Documentation
Designing or presenting seminars, in-service trainings, workshops, conferences/ webinars (cannot be the FCD, SCDA or CPS course)	Attendees must be your peers. Activity must cover one or more career competency.	No Limit. Each activity counts once during each Instructor Registry Membership period.	Only actual presentation time counts for contact hours. Exclude the time for breaks, lunch etc.	Confirmation letter from the activity sponsor or an official activity program, showing presenter name, presentation title, date of presentation and duration. Same requirements for designing a presentation.
Attending seminars, workshops, conferences/ webinars *Does the instructor/ facilitator have formal education, expertise, or credentialing in the relevant career competency?*	Program must directly relate to career development and cover one or more career competency.	No limit. Each activity counts once during each Instructor Registry Membership period.	Only actual time listening to presentation counts for contact hours. Exclude time for breaks, lunch etc. (e.g. 1 hour of a webinar = 1 contact hour).	Certificate of completion or letter confirming completion/registration of activity, including presenter name, presentation title, date of presentation and duration. For non-NCDA providers, a syllabus, program outline, and/or program handout or presentation should be included. Only NCDA events can be logged into NCDA membership profile, CE History (after completing a survey); Non-NCDA events must be saved to your own log.

Activity	Requirements for CE Credit	Contact Hours Awarded	Determining CE Contact Hours	Required Documentation
Writing articles for publications or conducting research	Articles must be published in a peer-reviewed journal (except for NCDA publications), as a chapter in a book, or professional publication such as newsletter. Books cannot be self-published. The topic must directly relate to career development and address one or more career competency. Work must be published during Instructor Registry Membership period.	10 hours per published article or book chapter (editor). 20 hours per published book. 4 hours for newsletter or career publication (e.g. NCDA *Career Developments* Magazine, *Career Convergence*, regional state CDA newsletters). Maximum is 20 hours per renewal period.	Only actual time researching and writing counts for contact hours. Exclude time for breaks, lunch etc. (e.g. 1 hour of research = 1 contact hour).	Letter from editor or publisher on their letterhead stating contribution.

Activity	Requirements for CE Credit	Contact Hours Awarded	Determining CE Contact Hours	Required Documentation
Enrollment in Self-study programs	Program must directly relate to career development and address one or more career competency.	No Limit.	CE contact hours determined by certificate from self-study program.	Certificate of Completion or letter from provider verifying completion.
Service to an NCDA Committee, Commission, Task Force, affiliate CDA (state regional, international) or formal work group	Service in response to a formal request from leader at NCDA (NCDA Board, Chair/Chair-Elect of formal, approved work group) **or** State CDA Board or formal, approved work group, **or** NCDA Training and Education Council.	10 contact hours maximum per 3-year renewal period.	Time spent in service, up to 10 hours.	Signed letter of verification on letterhead from NCDA or state/regional affiliate, to include the person's name, activity and dates of service
Leadership participation as a leader in an NCDA committee, commission, council, state, regional, international, or affiliate CDA or group; editor of NCDA publication	Chair, Co-chairperson or educator, president of state career development organization. (Ex. CDA board member, NCDA Training and Education Council).	10 contact hours maximum per 3-year renewal period.	Time spent serving as leader up to 10 hours.	Signed letter of verification on NCDA letterhead or state/regional/affiliate letterhead that includes person's name, activity, dates of tenure.

For all NCDA Instructor Registry Members, the following **activities do not qualify** for continuing education:

- Course in personal self-improvement
- Trade shows
- Teaching the FCD, SCDA or CPS training program

NCDA Instructor Registry Membership Maintenance

Annual Maintenance Fee

NCDA Instructor Registry members must pay an annual maintenance fee of $50 and hold NCDA Membership to remain on the NCDA Instructor Registry. At the end of each 3-year period, instructors must submit 30 continuing education hours to remain active as an NCDA Instructor Registry member.

NCDA Instructor Registry Renewal and Potential Audit

1. Record your continuing education on the Credential Holder Continuing Education Log. NCDA members can login on the NCDA website to see their NCDA events documented.

2. You may log hours at any time if the full 30 contact hours are logged during each 3-year Registry period.

3. The NCDA Training and Education Council randomly audits 10% of credential holder accounts of each credential due for renewal.

4. If you are selected for an audit, you will receive notification with your $50 invoice for the NCDA Instructor Registry renewal that is sent approximately 4 weeks prior to your due date.

5. If you are selected to be audited, your hours will either be considered Acceptable or Unacceptable:

If you are audited and all your Continuing Education hours are…	Then…
Acceptable	you are eligible to renew your NCDA Instructor Registry membership and pay a $50 renewal fee.
Unacceptable	Consequences exist for failing to renew your NCDA Instructor Registry membership. See below.

Failure to Renew

Failure to…	Will result in…	Reinstatement of your NCDA Instructor Registry membership requires…
Renew your Instructor Registry or submit required continuing education hours.	**Inactive status** and denial of permission to instruct any NCDA Training Programs. Completers of your program will not be eligible for credentialing if you are in Inactive Status with NCDA.	Submitting the following: • Fee of $50 for request of reinstatement of your Instructor Registry Membership, and • a $35 late fee, and • payment of past due balance for each lapsed year, and • proof of required CE hours are up to date

Ethics Adherence

As an NCDA Instructor Registry member, you must adhere to the NCDA's Code of Ethics at all times.

- You must attest to your adherence to this Code of Ethics by your signature on your renewal notice.
- This renewal notice also contains a reminder for you to provide written disclosures to NCDA if you become the subject of a legal, criminal, or disciplinary matter. You must submit these written disclosures to the NCDA within 60 days of becoming aware of the charge or complaint. NCDA will pass all ethics submissions to the NCDA Ethics Committee. The Ethics Committee will make recommendations to the NCDA, who, in turn, will then make a final recommendation to the NCDA Board of Directors. The NCDA Board of Directors will determine final action as necessary which may, or may not, result in the loss of Instructor Registry status.

Ethics Questions

For questions relating to ethics, please email NCDA Ethics Committee ethics@ncda.org.

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 and informal career development assessments with emphasis on relating appropriate ones 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 NCDA 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 backgrounds.
7. **Employability Skills** - Know job search strategies and placement techniques, especially in working with specific groups.
8. **Training Clients and Peers** - Prepare and develop materials for training programs and presentations.
9. **Program Management/Implementation** - Understand career development 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.

Continuing Education Examples

Sources of NCDA sponsored continuing education, for all NCDA Training Programs - either attending, presenting and/or writing/editing:

- NCDA Global Conference
- NCDA Career Practitioner Institutes (CPI)
- NCDA Service: Board, Commission, Committee's, Councils, and Task Forces
- NCDA Webinars
- NCDA Publications: *Career Convergence, Career Developments Magazine, Career Development Quarterly*
- State CDA Conferences and Webinars
- State CDA Service: Board, Committee's, Task Forces, Work Groups
- State CDA Publications
- OPM (Office of Personnel Management) Federal Careers Webinars (keep a copy of receipt)

NCDA's list of SELECT continuing education providers - Click Here

Sources of continuing education outside of the NCDA
There are other associations/agencies that provide continuing education (seminars, workshops, presentations, courses) that may have offerings related to career development. *If the offerings meet the requirements described in this manual, you can count those hours toward recertification*.

Examples of continuing education outside of NCDA:

ATD - Association for Talent Development - Education Section

SHRM - Society for Human Resource Management - Learning & Career

APA - American Psychological Association – Continuing Education Section

APA's Society of Vocational Psychology

ACA – American Counseling Association – Continuing Education Section

ICF – International Coaching Federation

CCCD - Canadian Council for Career Development

HCI - Human Capital Institute - Training & Education Classes

World at Work - Education Section

PARW/CC - Professional Association of Resume Writers and Career Coaches

NRWA - National Resume Writer's Association – Education Section

NACE - National Association of Colleges and Employers - Professional Development

NAWDP - National Association of Workforce Development Professionals – Training Section

ACTE – Association for Career and Technical Education –Professional Development Section

ASCA - The American School Counselor Association

The Career Development Network

Career Thought Leaders

American Counseling Association CE offerings related to career counseling and development/lifespan development/supervision/teaching/etc.

ACA CE offerings through their: Division, Regions and Branches CE offerings related to career counseling and development/lifespan development/supervision/teaching/etc.

State Licensure Continuing Education requirements may count if they fall under the "career counseling and development" requirement for NCDA certification contact hours.

Note: Includes relevant continuing education/professional development activity from state chapters of the organizations listed above.

For questions regarding Continuing Education, please contact the Mary Ann Powell, mpowell@ncda.org