

NCDA CREDENTIALING CONTINUING EDUCATION MANUAL



NCDA | National Career
Development
Association

NCDA Credentialing Commission, March 2019

**NCDA CREDENTIALING
CONTINUING EDUCATION MANUAL**

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Introduction to the NCDA Credentialing Commission

Mission

To serve the general public and the career services community by using NCDA standards and ethics for defining roles in the field of career services and recognizing those who demonstrate and maintain a high level of professional competency.

Vision

Committed to providing global leadership in competency-based credentialing for career professionals.

Tagline

Commitment | Competency | Certification

Brief History

In August, 2017, NCDA joined other trade associations that uphold standards for their own professions by credentialing people who have the skills to fill specific roles within their field. The NCDA Board of Trustees set up and funded the NCDA Credentialing Commission in 2017. The Commission was charged with making recommendations for implementing credentialing programs for a variety of roles in the career field.

The Commission researched and thoroughly discussed credentialing in its process of creating the initial group of credentials. The Commission has worked in the direction of high standards and streamlined procedures. The word “Credential” was chosen as an umbrella term used for the many types of programs, including licensure, certification, accreditation, recognition designation, and certificates.

The Commission has established [six credentials](#). All these credentials begin with the word “Certified.” All of the credentials contain an assessment component which is scored by “blind reviewers” – experienced professionals who already have the credential and have been trained to score case studies and/or work samples. All credentials are competency-based, requiring the applicant to demonstrate skill and competency in the career development field.

Applications for all of these credentials are completed online, using any available computer. Like all credentials in our field, we DO require continuing education for renewals. Record your continuing education in the [Credential Holder Continuing Education Log](#). NCDA members can login on the NCDA web site to see their NCDA events documented.

View the NCDA Credentialing [FAQs webpage](#) for more history and details.

About Continuing Education & Processes

Why is Continuing Education Important?

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

As an NCDA credential holder, you will be responsible for recording your continuing education on the [Credential Holder Continuing Education Log](#) document. Record the activities that you attend for recertification of your NCDA Credential. The activities must occur within the three-year certification cycle at renewal of your credential. You must obtain 30 contact hours during each three-year cycle. Any course or activity offered by a NCDA approved provider, or state licensure-approved provider that addresses one or more of your credential competency areas is acceptable. You will need to keep this form updated regularly in case you are randomly selected for an audit at your credential renewal time. You must maintain proper documentation in your files (hard copies or scanned 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.

Annually the NCDA Credentialing Commission will review and recommend approved continuing education offerings.

Guidelines for Continuing Education

All of NCDA Credentials require continuing education. The **required 30 contact hours every 3 years** must meet the NCDA's Credentialing Commission's requirements regarding domain/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.

You must participate in continuing education activities that align with the domains/competencies of your earned credential(s). To decide if an activity aligns with your earned credential(s), 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 domains/competencies defining the credential? Check your credential webpage for specific domains/competencies.
2. Is the activity intended for professionals in the career development field?
3. Will the activity be completed during my credentialing period?

Approved Methods of Obtaining Continuing Education Contact Hours

Unless otherwise noted, requirements apply to both remote 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 chart on next several pages for descriptions.

| Activity | Requirements for CE Credit | Contact Hrs 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 https://ope.ed.gov/accreditation/ The course must cover one or more domain/competency areas of your credential. | No Limit Each course counts once during each credentialing period. | 1 semester term course credit equals 15 contact hours (Ex: 3 hr course = 45 contact hours) 1 quarter term credit course = 2/3 of semester hour (Ex: 3 hr quarter course = 30 contact hours) | Transcript, grade report or verification form (see international section of credentialing website for this form) Passing grades accepted. |
| Designing or Presenting Seminars, inservice trainings, workshops, conferences & webinars | Attendees must be your peers. Activity must cover one or more domain/competency areas. | No Limit. Each activity counts once during each credentialing 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 for designing a presentation. |

| | | | | |
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| <p>Attending Seminars, workshops, conferences, & webinars. Does the instructor/facilitator have formal education, expertise, or credentialing in the relevant domain/competency areas aligned with your earned credential(s).</p> | <p>Activity must cover one or more competency areas. See specific credential domains/competencies on credentialing website.</p> | <p>No limit. Each activity counts once during each credentialing period.</p> | <p>Only actual time listening to presentation counts for contact hours. Exclude time for breaks, lunch etc. For example, 1 hour of a webinar = 1 contact hour.</p> | <p>Certificate of completion or letter confirming completion/registration of activity, including presenter name, presentation title, date of presentation & duration. Only NCDA events can be logged into NCDA membership profile CEU section (after completing a survey); Non-NCDA events must be saved to your own log.</p> |
| <p>Writing articles for Publications or conducting research</p> | <p>Articles must be published in a peer-reviewed journal (except for NCDA publications), as a chapter in a book, or professional publications such as newsletter. Books cannot be self-published. Topic must directly relate to career development. Topic must address one or more competency areas. See specific credential</p> | <p>10 per published article or book chapter (editor). 20 per published book. 4 contact hours for newsletter or career publication (eg., NCDA <i>Career Developments Magazine</i>, <i>Career Convergence</i>, regional state CDA newsletters). Maximum is 20 per renewal period.</p> | <p>See previous column for guideline on CE contact hours.</p> | <p>Letter from editor or publisher on their letterhead stating contribution.</p> |

| | | | | |
|--|---|--------------------------|--|--|
| | Domains/competencies on credentialing website. Work must be published during current credentialing period. | | | |
| Enrollment in Self-study programs | Program must directly relate to career development. Program must address one or more competency areas. See specific credential Domains/competencies on credentialing website. | No Limit | CE contact hour determined by certificate of completion of self-study program | Certificate of completion or letter from provider verifying completion |
| | | | | |
| Author of NCDA Career Development Curriculum | Curriculum must be approved by NCDA. | 15 contact hours | Time spent developing curriculum | Detailed curriculum outline |
| Designing and Delivering Career Development Training/Course | You must both develop and teach a course that meets college-level or NCDA FCD training and teaching requirements. Training/course must be related directly to career development. A course can only be counted once | 15 contact hours maximum | Time spent developing and teaching course or program, up to the maximum of 15 contact hours. | Detailed curriculum outline (e.g. syllabi, agenda) with timeframes listed for each component (e.g. chapter, session, class). |

| | | | | |
|--|---|--|---|--|
| | in the 3 year renewal period. | | | |
| Leadership Participation as a Leader in an NCDA Committee, Commission, State, regional, or affiliate CDA, or Group; Editor of NCDA publication | Chair, Co-Chairperson or Editor, President of state career development organization (eg CDA board member, NCDA Commission, board member). | 10 contact hours maximum per 3 year renewal period | Time spent serving as leader up to the maximum. | Signed letter of verification on NCDA letterhead or state/regional/affiliate letterhead, that includes person's name, activity, dates of tenure. |

For all credentials, the following **activities do not qualify** for continuing education:

- Course in personal self-improvement
- Trade shows.

Credential Maintenance

Annual Maintenance Fee

Credential holders desiring to keep their credential must pay an annual maintenance fee (\$40) and complete credential renewal at the end of three years.

Credential Renewal and Potential Audit

Process for Credential Renewal and Potential Audit

1. Record your continuing education on the [Credential Holder Continuing Education Log](#). NCDA members can login on the NCDA web site to see their NCDA events documented.
2. You may log hours at any time as long as the full 30 contact hours are logged prior to your renewal date (3 years after receiving your credential).
3. The NCDA Credential Commission 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 \$40 invoice for credential 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 of your Continuing Education hours are... | Then... |
|---|--|
| Acceptable | you are eligible to renew your credential and pay your \$40 renewal fee. |
| Unacceptable | Consequences exist for failing to renew your credential. See below. |

Failure to Renew or Recertify

| Failure to... | Will result in... | And reinstatement of your credential requires... |
|-----------------------|---|--|
| Renew your credential | <ul style="list-style-type: none"> · Inactive status and · Denial of permission to use credential logo during inactive status. | <p>You submitting the following:</p> <ul style="list-style-type: none"> · Fee of \$40 for request for reinstatement of your application, and · a \$35 late fee, and · payment of past due balance for each lapsed year <p>And proof of CE required hours are up-to-date</p> |

Ethics Adherence

As an NCDA Credential holder, you must adhere to the NCDA's Code of Ethics at all times. https://ncda.org/aws/NCDA/asset_manager/get_file/3395

- 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 the NCDA Credential Commission in the event that you become the subject of a legal, criminal, or disciplinary matter. You must submit these written disclosures to the NCDA Credential Commission within 60

days of becoming aware of the charge or complaint. The NCDA Credential Commission will pass all ethics submissions to the NCDA Ethics Committee. The Ethics Committee will make recommendations to the NCDA Credentialing Commission, 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 a credential.

Ethics Questions

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

Continuing Education: Examples by Credential

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

- NCDA Global Conference
- NCDA Career Practitioner Institutes (CPI)
- NCDA Webinars
- NCDA Publications: Career Convergence, Career Developments Magazine, Career Development Quarterly
- CDA State Conferences and Webinars
- OPM (Office of Personnel Management) Federal Careers Webinars (keep a copy of receipt)

Featured NCDA continuing education providers

Click Here for continuing education providers: [Link Coming Soon](#).

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 the NCDA:

CMCS and CCSP

ATD - Association for Talent Development - Edu

SHRM - Society for Human Resource Management - Learning & Career

CCC, CCCE and CCSCC:

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.

Questions Regarding Continuing Education

For questions regarding, please visit the credentialing web site www.ncdcredentialing.org or contact the Director of Credentialing, Aaron Leson, aleson@ncda.org

