



APPLICATION for NCDA CREDENTIALING COMMISSION'S CONTINUING EDUCATION PROVIDER WEBSITE LISTING

Providers are required to submit their complete application as a single file to the Director of Credentialing at credentialing@ncda.org. A completed application packet includes:

1. Completed application
2. Copy of Provider's CV or resume including career training qualifications
3. Copies of resume/CV for additional trainer(s), including career training qualifications.

REQUIREMENTS FOR PROVIDER APPROVAL & ANNUAL RENEWAL

1. Provider offerings should be geared toward professionals in the field of career development and should be directly related to competencies listed for an NCDA credential. The competencies can be found on the credentialing website.
2. Provider offerings should increase the participant's skill or knowledge of career development.
3. A NCDA Credentialing Commission CE provider must hold a current NCDA credential.
4. After completion of a course, the provider must provide a certificate of completion to each participant with the contact hours.
5. The NCDA Credentialing Commission reserves the exclusive right to accept or reject a provider to be listed on their website. By identifying providers in the online NCDA Credentialing Commission Continuing Education Listings, NCDA Credentialing Commission does not endorse or approve the course or the course provider's services, nor does NCDA Credentialing Commission make any representation or guarantee concerning the provider or course. NCDA Credentialing Commission disclaims all liability and responsibility for any action or decision made in reliance on the information contained in the listing, or for any actions or inactions of the course provider with respect to any party, or for any related claim, loss or injury. NCDA Credentialing Commission is not responsible for provider compliance with legal requirements related to its business activities or otherwise.
6. With the annual renewal, providers will be asked what courses were offered, NCDA credentials they focused on, and, for example of evaluation tools used with courses.
7. Contact hours: A contact hour is defined as 60 minutes of instruction time. For live events, it excludes opening/closing remarks, introductions, networking functions, coffee breaks, social hours, and meals. For distance courses, instruction time is determined by the amount of time to complete the readings, assignments, and other tasks involved in the distance study course. A contact hour is defined as 60 minutes of instruction time.
8. NCDA CC recommends that all course offerings be barrier free.

9. Providers' applications will be reviewed by the Commission with notification made within 4 weeks of receipt of application.

WEBSITE PROVIDER INFORMATION

1. An organization can be listed on the NCDA Credentialing Commission's Continuing Education Website for an annual fee of \$300. The annual renewal fee will be \$300.
2. A provider's listing will be no more than 25 words and can include an organizational description, types of courses available, contact name, email, phone number and link to organization website. The Commission retains the right to edit listing information.
3. A provider will be listed for one year, and, if in good standing, can renew at the end of that period. Good standing refers to the provider having a current credential and to the adherence of all stipulations and guidelines contained within this document.
4. NCDA CC will disseminate a quarterly e-bulletin to all Credential holders.

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Organization Name:

Contact:

Mailing address:

E-mail address:

Preferred phone number:

Business Website:

Elearning website:

NCDA credentials under which your training may apply:

Indicate which categories describe your training:

- Elearning/remote
- Face to face/onsite

What NCDA credentials do you hold? **(Note: Provider must hold an NCDA credential)**

What NCDA credentials do your trainers hold?

Information for your website listing (no more than 25 words) and can include an organizational description, types of courses available, contact name, email, phone # and link to organization website. Logos are not permitted. The Commission retains the right to edit listing information.

Statements of Understanding

1. The signature below indicates that I have read the NCDA's Ethical Standards, and that I agree to abide by these standards.
2. I hereby certify that I have read, understand, and agree to abide by the requirements as stated within the *NCDA Credentialing Commission Continuing Education Manual*.
3. I understand that the NCDA Credentialing Commission reserves the right to monitor courses and to withdraw a provider's listing on their website for any course /activity that is offered or presented in any manner that is inconsistent with the approval requirements.
4. A listing is for the calendar year January to December. After that time, providers in good standing can apply to renew their listing.

Printed Name of Contact Person

Date

Signature of Contact Person
