**National Career Development Association**[**Facilitating Career Development Master Trainer Application**](https://www.ncda.org/aws/NCDA/asset_manager/get_file/902544)

**Please return this completed application form via email no later than Monday, December 2, 2024 to:**

Mary Ann Powell

National Career Development Association

305 N. Beech Circle

Broken Arrow, OK 74012

Phone: (918) 663-7060 Fax: (918) 663-7058

[mpowell@ncda.org](mailto:mpowell@ncda.org)

[www.ncda.org](http://www.ncda.org)

*This training is targeted at International NCDA Facilitating Career Development Instructors. U.S. based FCD Instructors are eligible to apply but will need to note that participation times*

*will be aimed at those participating internationally.*

**FCD Master Trainer Applications:** Completed applications are due December 2, 2024. Notifications will be made no later than Thursday, December 19, 2024. Registration fee must be paid in full by January 8, 2025.

**Registration Fee:** $2,350 USD payable once you receive confirmation of acceptance into the Master Trainer Program. *(fee is $2,000 if you do not need the NCDA FCD Instructor Manual, 5th Ed.)*

**Cancellation Policy:** Cancellations received in writing prior to January 8 will be subject to a $50 processing fee. No refunds will be issued after this date.

**Dates**: February 3, 2025, 6:00 am Eastern Time. Training attendees will be expected to complete and submit assignments pre- and post-training.

**Location:** Virtually

***NCDA retains the right to cancel this Training if there is***

***not a minimum of 10 qualified and paid attendees.***

**Purpose**: **To select and train a highly selective small group of outstanding NCDA Facilitating Career Development Instructors to deliver high quality NCDA Facilitating Career Development Instructor training.** *This training will require extensive pre/post training readings and resource development in conjunction with the latest NCDA Facilitating Career Development curriculum. Selected individuals must attend the entirety of the Training (in-person and online) without fail. Successful completion of this Training enables one to offer the NCDA Facilitating Career Development Instructor training.*

**Selection Criteria**

The application form details the qualifications to apply to become a National Career Development Association (NCDA) Master Trainer. The selection process will include completion of the application packet. The selection group may also request:

* A video conferencing interview with the candidates.
* A video of the candidate delivering career development training on one of the 12 competencies.
* Additional supportive documentation.

**You must answer all questions in the order provided. All sections must be answered. Please submit responses according to application requirements. You must respond completely to each item in the narrative portion in the order above. Applicants must meet all criteria in each category of the application.**

**Demographic Information**

|  |
| --- |
| Name:  Employer:  Address:  City: State: Zip:  Phone: E-Mail: |

*You must be on the NCDA FCD Instructor Registry. This will be verified by NCDA.*

*Your NCDA Facilitating Career Development training (if applicable):*

Name of Instructor: Date of Completion:

*Your NCDA Facilitating Career Development Instructor Training (required):*

Name: Date of Completion:

**Agreement**

If accepted into the NCDA Master Trainer Training, I agree to the following:

1. Inform NCDA of all NCDA Instructor Training sessions that I conduct.
2. Report FCD Instructor Completers via [MT Reporting Form – FCD Instructor Training Completers](https://associationdatabase.com/aws/NCDA/input_form/display_form_01_show?which_form=78160).
3. Select participants for FCD Instructor Training who meet established NCDA instructor criteria and provide NCDA with appropriate documentation if requested.
4. Conduct NCDA Instructor Trainings that cover the critical content of the NCDA Curriculum and comply with the most recent NCDA Instructor Training criteria and format.
5. Describe the NCDA Instructor and Program Registry to participants.
6. Describe the credentialing process at each Training.
7. Abide by the NCDA Instructor Training Registration Fee established for all NCDA Master Trainers.
8. Must maintain the CCSP credential or other NCDA credential.

To be listed on the NCDA Master Trainer Registry, Master Trainers must fulfill the following requirements.

Continuing Professional Development Requirements for NCDA Master Trainers

This development may be from the following categories, applicants must provide evidence as 1) leadership or service in professional career organizations, 2) publication of career-related articles or materials, 3) development of career Trainings or curriculum, and innovations in delivery of career services.

Record-Keeping Requirements for NCDA Master Trainers

Each NCDA Master Trainer will maintain records to support the following:

* Training assessment and results.
* List of Individuals and location of learners successfully completed NCDA Instructor Training.
* Upon request, NCDA Master Trainers may be asked to submit applications for NCDA Instructor Training and copies of evaluation of learners’ work.
* A copy of marketing materials in reference to NCDA Instructor Training.
* A description of the delivery of training.
* Re-commitment to the NCDA Master Trainer Agreement.

Annual NCDA Master Trainer Fee

To purchase the NCDA FCD Instructor Manual, an NCDA Master Trainer must be listed on the NCDA Master Trainer Registry. The annual fee is set by NCDA and provides NCDA Master Trainers the opportunity to list their instructor classes on the NCDA website, in addition to purchasing the NCDA FCD Instructor Manual. The fee is currently $50 each year.

Training Assessment

Each NCDA Master Trainer will provide Instructor Completers with a link to complete an NCDA [Master Trainer Evaluation](https://www.surveymonkey.com/r/fcdmaster).

NCDA Ethics and NCDA Master Trainer Agreement

Each NCDA Master Trainer will be in compliance with NCDA Ethics and the NCDA Master Trainer Agreement.

***I agree to all conditions listed above if accepted into the NCDA Master Trainer’s Training.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Narrative Portion of Application: Description of your Qualifications and Experience**

The application should be written in narrative form and have an answer to every item in the order presented below. An individual may include supplemental material; however, incomplete answers in the narrative section may disqualify an applicant.

The applicant should combine all materials into ONE (1) clearly organized and labeled PDF document. **The narrative responses should be well written, clearly and completely address the specific application criteria in the body of the narration and be presented in the order as specified in the application.** **Applicants must meet all criteria in each category of the application.**

**PDF Document Guidelines:** Create one (1) PDF file which includes all sections below. Please include your name as a header or footer of each page and clearly mark each section within the document. Use your name as your PDF file name. Thank you for your cooperation.

# **Section I**

# **Training and Instructor Experience Qualifications - All must be responded to in narrative form.**

1. Provide information to support a minimum of 7 years of experience in training adults in career development. You may also be asked to provide proof of excellent evaluations or a letter of recommendation attesting to the quality of your work from an administrator or other professional reference.
2. Provide information to support proof of instruction of a minimum of five (5) hybrid or online NCDA Facilitating Career Development entire courses with a minimum of 5 participants in each course.
3. Provide one sample of an additional and original material that you use in your NCDA FCD Training.
4. Provide summary of evaluations from Facilitating Career Development trainings. Can request Instructor Evaluations from NCDA.

# **Section II**

# **Education/Career Development Experience Qualifications - Respond in narrative form.**

1. Master’s or doctorate in a related area.

Relevant academic areas: Counseling (school counseling, clinical, vocational rehabilitation), career, education (student personnel services, instructional design, curriculum development), Human Resources, Organizational and Workplace learning, Workforce education and development, Related Human Services areas (Social Work).

1. In lieu of minimum educational level, document a minimum of 7 years of experience in instruction of NCDA Facilitating Career Development Training and Credentialing Program in its entirety. Each course must have a minimum of 5 participants. You must have taught a minimum of 15 courses across this time period with multiple populations (business, higher education, K-12, private practice, workforce). This item refers to teaching the entire NCDA Facilitating Career Development Training and Certification Program in a course. It does not refer to teaching just sections of it or similar competencies in a different course.
2. Must provide evidence of recent continuing education in career topics in the past 2 years in one or more of the competencies. Document the continuing education in relation to the competencies.
3. Must hold at least one NCDA credential.
4. Must be an NCDA FCD Instructor and a member of the NCDA FCD Instructor Registry. Instructor Registry and NCDA membership must be for 5 years and current.

# **Section III**

# **Career Knowledge - All must be responded to in narrative form.**

1. All 12 competencies must be covered in the delivery of the NCDA FCD curriculum. How do you apply each of the competencies in your NCDA FCD instruction?
2. Document your experience in the delivery of career services or career training across different sectors (business & industry, education, workforce development, private practice) as a practitioner.

# **Section IV**

# **Technology Expertise**

1. Provide access to your learning management system.
2. In 3-5 paragraphs, describe how you design your NCDA FCD courses for effective delivery.
3. Describe how you conduct remote contact sessions.

**Section V**

**Commitment**

1. In several paragraphs, provide a plan of how you will use this training to train future NCDA Facilitating Career Development Instructors.

**Additional Information**

1. Include a copy of your resume or Curriculum Vitae.
2. List any other documents you are including.

**Please follow PDF document guidelines described above.**