

2010 Application Packet



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Center for Credentialing and Education

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Global Career Development Facilitator UNITED STATES

INCLUDED IN THIS PACKET

- Certification Requirements
- Recertification Requirements
- Application Form
- Experience Form
- Step-by-step Instructions
- Fee Information
- Ethical Standards
- Areas of Competency

Visit www.cce-global.org for GCDF training information



CENTER FOR
**CREDENTIALING
& EDUCATION**™

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The Center for Credentialing & Education, Inc. (CCE®) values diversity.
There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation, or national origin.

Recognized by the National Board for Certified Counselors, Inc. and Affiliates (NBCC®)
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Global Career Development Facilitator (GCDF) Defined

The Global Career Development Facilitator (GCDF) credential designates individuals who work in a variety of career development settings as having met the requirements set forth by the Center for Credentialing & Education, Inc. (CCE®) for the GCDF certification. GCDFs may serve as:

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

Inquiries

Please note that the review process takes about 6 weeks from the date your complete application is received. If you have specific questions regarding GCDF certification, contact CCE at cce@cce-global.org.

CCE
3 Terrace Way
Greensboro, North Carolina 27403-3660
Tel: 336-482-2856
Fax: 336-482-2852
cce@cce-global.org

Information is also available on CCE's Web site: www.cce-global.org

Send your completed application to:

**CCE
PO Box 77759
Greensboro, North Carolina 27417-7759**

Special Note For GCDF Instructors

Instructors delivering a CCE approved training program are not required to submit the experience form or verification of education. Instead, they should include a copy of their Certificate of Completion for instructor training. See Page 9 of this booklet for complete instructions.

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.

Ethical Standards for Global Career Development Facilitators

PREAMBLE

These ethical standards clarify for current and future Global Career Development Facilitators (GCDFs), and those they serve, the nature of ethical responsibilities based on the Global Career Development Facilitator Scope of Practice.

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 GCDF 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, workload and accountability. Working agreements in each instance should be specified and made known to those concerned.
2. Consultation/supervision will be sought 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.

Approved by the CCE Board of Directors: July 19, 1997.

Amended: October 14, 1998.

Revised: March, 2007

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GCDF Certification Requirements

Note: GCDF Instructor requirements are explained in the “GCDF Instructor Status” Section on page 9.

A. EDUCATION AND EXPERIENCE

To qualify for GCDF certification, an applicant must satisfy certain educational and career development work experience requirements. The following table identifies the minimum work experience accepted for certification relative to the highest completed educational degree of the applicant.

Education	Experience*
Graduate Degree	1,400 hours
Bachelor’s Degree	2,800 hours
Associate’s Degree	4,200 hours
High School Diploma/GED	5,600 hours

With respect to these requirements, applicants must:

1. Submit complete and accurate documentation of the highest level of education completed with his/her application;
- AND
2. Verify that the specified number of work experience hours related to career development and the GCDF Competency Areas have been completed. *Please note that GCDF training hours cannot be used to fulfill this work experience requirement; however, qualifying experience hours accrued prior to completing the GCDF training may be accepted.

B. TRAINING

In addition to the education and experience requirements identified above, applicants must also satisfy one of the following training requirements in order to be eligible for GCDF certification:

1. Completion of at least 120 hours of training in the 12 GCDF competency areas from a CCE-approved training provider. A listing of CCE-approved training providers can be viewed at <http://www.cce-global.org/credentials-offered/filter/gcdfus/ustrain>. A copy of the training certificate of completion must be submitted with the application.
- OR
2. Completion of GCDF Instructor training with a CCE-approved training provider.

C. GCDF ETHICS POLICIES

GCDF certificants and applicants for certification must act in accordance with all GCDF ethics policies, including the *GCDF Ethical Standards* and the *CCE Ethics Case Procedures*.

continues on next page

D. APPLICATION FEES

Applicants must submit the relevant application fee(s), identified below, along with all completed application materials.

GCDF Application Fee	\$100.00 (USD)
GCDF Provisional Status Application Fee	\$ 75.00 (USD)
GCDF Instructor Status Application Fee (non-GCDF certificants)	\$ 50.00 (USD)
Provisional Status Review Fee for full GCDF certification	\$ 35.00 (USD)

ALL APPLICATION FEES ARE NON-REFUNDABLE.

GCDF Annual Maintenance Fee

All GCDF certificants must pay an annual certification maintenance fee, established by the CCE Board of Directors, to maintain certification.

CCE will mail each certificant an annual maintenance fee notice approximately six weeks before the certification anniversary date. For example, a certificant with a certification date of June 1, 2009, will receive his/her first annual maintenance fee notice in May 2010. Certificants must remit the annual maintenance fee by the specified due date in order to maintain active status.

Certificants who do not receive an annual maintenance fee notice at the appropriate time should contact CCE immediately. If CCE does not receive a certificant's annual maintenance fee by the specified due date, his/her certification will become inactive. Certificants who become inactive due to nonpayment of the annual fee will be prohibited from using the GCDF certification. In order to be reinstated to active certification status, an inactive certificant must submit a GCDF Reinstatement Application, and pay a \$50.00 reinstatement fee, as well as the past due fee(s) balance.

GCDF Recertification Requirements

GCDF certification must be renewed every five years. CCE will mail each certificant a recertification form approximately six weeks before the certification expiration date.

In order to maintain certification, a certificant must satisfy the following GCDF recertification requirements:

1. Complete 75 continuing education hours within the GCDF Competency Areas. Of the 75 required continuing education hours, up to 15 continuing education hours may involve educational activities in topics related to the GCDF Competency Areas subject to CCE review and approval. CCE reserves the exclusive right to evaluate all education hours, and at its sole discretion, CCE may deny credit for those hours that fail to meet GCDF requirements. Certificants will be notified when continuing education hours are reduced or denied, including a statement indicating the basis for such action. If selected for audit, CCE will require copies of course attendance certificates and/or other continuing education documentation as part of this review;

AND

2. Accept and Sign an Ethics Certification and Attestation Agreement.

Certificants who do not receive a GCDF recertification notice one month before the certification expiration date should contact CCE immediately. If CCE does not receive a certificant's signed recertification form and annual maintenance fee payment by the specified due date, his/her certification will expire. A certificant whose certification expires due to failure to satisfy the recertification requirements by the specified date will be prohibited from using the GCDF certification. In order to be reinstated to active certification status, an expired certificant must submit a GCDF Reinstatement Application and documentation of 75 continuing education hours, as well as pay a \$50.00 reinstatement fee and the past due fee(s) balance.

GCDF Provisional Status

An applicant may be granted GCDF Provisional Status if he/she satisfies one of the following two requirements:

1. The applicant satisfies the GCDF education and experience requirements identified on page 15, but has not yet completed the required 120 hours of training in the GCDF Competency Areas from a CCE-approved training provider.

OR

2. The applicant has completed the 120 hours of training in the GCDF Competency Areas from a CCE-approved training provider, but has not yet completed all required experience hours in the GCDF Competency Areas.

A certificant granted GCDF Provisional Status must satisfy all GCDF certification requirements within two years of the date that GCDF Provisional Status was granted.

GCDF Instructor Status

CCE grants the GCDF Instructor Status to those practitioners demonstrating certain qualifications to provide instruction concerning the GCDF Training Program. GCDF Instructor Status will be granted to those practitioners satisfying the following requirements:

1. Current GCDF certificants. In order to qualify as a GCDF Instructor, current GCDF certificants must:
 - a. Be in good standing;
 - b. Successfully complete an approved GCDF Instructor training course; and,
 - c. Submit documentation confirming completion of GCDF Instructor training course.

Upon CCE review and approval of such training course, CCE will issue a GCDF Instructor Certificate, and such status will be recorded in CCE certification records.

OR

2. Instructors for a CCE-Approved Training Provider. Individuals who are not currently certified as GCDFs, who are serving as instructors for a CCE-approved training provider, may apply for the GCDF Instructor Status. In order to qualify, the following requirements must be satisfied:
 - a. Completion of the GCDF Certification Application Form for Instructor Status;
 - b. Payment of the \$50 Application Fee;
 - c. Successful completion of an approved GCDF Instructor training course;
 - d. Submission of documentation confirming completion of GCDF Instructor training course

Applying for the GCDF Credential

STEP 1: DOCUMENTATION COMPLETION

1. Complete the GCDF Certification Application Form in its entirety. Please print clearly in blue ink.
2. Complete the Experience Form and have your employer(s) sign it. MAIL the original form to CCE. (You may photocopy the blank form if you need to have more than one employer complete it.)
3. Provide documentation of the highest level of education you have completed. Acceptable documentation includes accurate and complete copies of diplomas, transcripts, and letters of verification from appropriate institution representatives. We cannot accept documentation from instructors.
4. Provide a copy of the training certificate of completion verifying the required 120 hour training in the GCDF Competency Areas. Training must have been provided by a CCE-approved GCDF training provider. A list of approved GCDF training providers is available at the Web site: www.cce-global.org

STEP 2: DOCUMENTATION SUBMISSION

Before mailing your completed application, please verify that you have completed and included the following materials and payment:

- Certification Application Form
- Experience Form
- Verification of Education
- Verification of GCDF Training
- GCDF Application Fee and Payment Voucher

Submit all of your application materials in one mailing/shipping package to:

Center for Credentialing and Education (CCE)
P.O. Box 77759
Greensboro, North Carolina 27417-7759 USA

STEP 3: REVIEW

After CCE receives a complete GCDF application and processes the payment, the application will be prepared for review. This process normally takes 6 weeks from the date of receipt. Following the initial review, the applicant will be notified in writing if further information is required. If further information is needed, the application will require a second review. In order to expedite the review process, be certain to include all required documentation with the initial application.

If you have specific questions regarding the GCDF certification and/or your application, visit CCE's Web site: www.cce-global.org, or e-mail CCE at cce@cce-global.org.

STEP 4: CERTIFICATION

When your application is approved, you will receive written notice that you have been certified, and then your GCDF certificate will be mailed to you in the near future.

GCDF Certification Application

page 1 of 4

**THIS FORM
MAY NOT BE
FAXED**

Mail application,
transcript and other
documents with
payment to:

CCE
PO Box 77759
Greensboro, NC
27417-7759

**FOR OFFICE USE
ONLY**

REF.#: _____
BATCH #: _____
DATE: _____
AMOUNT: _____

1. First Name/MI:

 Last Name:

 Previous Names. Please attach a separate sheet if necessary:

2. Please check here if you do NOT want your contact information and e-mail address shared with CE Providers and potential clients.

3. Street Address:

 City and State/Province:

 ZIP/Postal Code and Country:

4. Home Phone: Business Phone:

5. E-mail:

6. Fax:

7. Gender: M F

8. Date of Birth (mm/dd/yyyy): / /

9. Ethnic Origin (optional- for statistical purposes only):
 African American Native American Asian Caucasian Hispanic/Latino Native Hawaiian Multi-racial Other

Certification Type:

Application Fee: non-instructor (\$100)

Application Fee: instructor (\$50)

Provisional Application Fee (\$75)

10. Education- Applicants must submit an accurate and complete copy of the diploma or transcript for the highest educational level completed.
 Circle highest level completed: 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Name and Location (City and State/Province) of Institution	Dates Attended		Highest degree completed
	From (mm/yyyy)	To (mm/yyyy)	
High School			
College			
Graduate Program			

11. Professional Career Development Experience (Experience must be verified on the Experience Form, page 15)

Qualifying Work Experience	Dates Employed		Total Hours
	From (mm/yyyy)	To (mm/yyyy)	
TOTAL EXPERIENCE			

12. Training in GCDF Competency Areas/ Completion of GCDF Instructor Training Program

Name and Address of Training Institution	Name, Address, and Phone Number of Trainer	Hours Completed	Date of Training (mm/yyyy)

13. Professional Credentials. Please list all current professional and occupational licenses, certifications, registrations, and other credentials.

Professional and occupational licenses, certifications, registrations	State	Credential Number	Expiration Date (mm/yyyy)

continues on next page

14. Professional Associations. Please list all current professional associations and/or memberships.

Associations and Memberships	Membership Number	Expiration Date (mm/yyyy)

15. Ethics Certification and Attestation. (You must respond to each statement):

- a. I agree to give CCE notice of any home or business address change within 60 days and in writing. Yes No
- b. I understand and agree that I am obligated to report any changes concerning my responses to this application to CCE within 60 days and in writing. Yes No
- c. I agree to act and conduct my career development facilitation activities in accordance with the current GCDF Ethical Standards, CCE Ethics Case Procedures, and other applicable CCE policies, and as they may be amended or revised. Yes No
- d. I have specifically identified to CCE all professional and occupational licenses, certifications, registrations, or other credentials that I hold, and all professional and occupational organizations, associations and groups to which I belong or in which I am a member. Yes No
- e. I have not been, nor am I currently, the subject of any charge, complaint, or conviction related to a criminal or quasi-criminal act. Yes No
- f. I have not been, nor am I currently, the subject of any formal complaint or charge by a government or other regulatory body, professional association, or certifying body. Yes No
- g. I have not been found in violation of any law, regulation, or rule by a government or other regulatory body, professional association, or certifying body. Yes No
- h. I have not been, nor am I currently, the subject of any civil or criminal litigation, or other proceeding(s), related to my professional practice. Yes No
- i. I understand that any intentional or unintentional failure to provide true and complete responses to this application may result in sanctions by CCE. Yes No

NOTE: If you answered “No” to any question(s) above, you must provide a complete, detailed explanation of the circumstances related to your “No” response, and the final disposition and/or decree related to any matters included in Section 15, Items e, f, g, h, or i, above. Place these materials in a sealed envelope marked “ETHICS” and staple the envelope to your application. Failure to include the required information may delay the processing of your application.

continues on next page

16. Applicant Certification and Agreement/ 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 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. I understand that CCE certification depends upon my fulfillment of all required criteria including compliance with the Ethical Standards for GCDFs.

I agree to report, within 60 days of my knowledge, the following court, governmental, and professional organization matters related to me:

- Any charge, complaint, or conviction related to a criminal or quasi-criminal act.
- Any formal complaint or charge by a government or other regulatory body, professional association, or certifying body.
- Any determination by a government or other regulatory body, professional association, or certifying body concerning violations of laws, regulations, or rules, including any sanctions, discipline, and/or corrective action issued by that body.
- Any civil or criminal litigation, or other proceeding(s), related to professional practice.

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. I understand that all material becomes the property of CCE upon receipt and that neither originals nor photocopies will 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.

17. Agreement to Practice Appropriate Career Assessments.

I recognize that the administration and interpretation of career assessments may be governed by state and/or national rules and regulations as well as test publishers' regulations. I will therefore become familiar with such rules and regulations for my jurisdiction.

I agree that if I work outside of my scope of practice, I will seek supervision or consultation from a licensed or credentialed mental health professional.

I also understand that any administration and interpretation of assessments that I conduct will be done under the direction of my supervisor or with the written authorization of my employer.

Applicant's Signature: _____ Date (mm/dd/yyyy): _____

**SIGN IN BLUE INK
ORIGINAL SIGNATURES ONLY - COPIES WILL NOT BE ACCEPTED**



Experience Form

This form is required for Global Career Development Facilitator (GCDF) applicants. It 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 development tasks. **When this form has been completed, it should be returned to the applicant to be submitted with his or her GCDF Application Form.**

Applicant's Name: _____

Request for Verification of Experience TO BE COMPLETED BY APPLICANT

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

Applicant's Signature (Must be signed in **BLUE** ink.) _____ Date (mm/dd/yyyy) _____

Employment Verification Information TO BE COMPLETED BY EMPLOYER

This form verifies that _____ is/was employed in the position of _____ by this organization from the period of (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____. Briefly identify and describe all work experience related to career development services and the GCDF competency areas, and indicate the total qualifying experience hours completed during this employment. **If a job description is attached, the supervisor must sign the attachment.**

Total hours specific to career development: _____

PLEASE PRINT

- Supervisor/Manager's Name: _____
- Supervisor's Job Title: _____
- Supervisor's Agency/Institution: _____
- Supervisor's Telephone Number: _____
- Supervisor's Signature (required in **BLUE** ink): _____ Date: _____
mm/dd/yyyy

DO NOT USE WHITE-OUT ON THIS FORM



Payment Voucher

- All fees must be paid in US dollars.
- After CCE receives your completed GCDF Application Form, it will be reviewed within 6 weeks.
- You will be notified in writing of your status and informed if further information is needed.
- CCE holds applications open for 3 years. During that time, applicants have the opportunity to rectify any deficiencies concerning their applications.

APPLICATION FEES	
GCDF Application Fee	\$100.00 (USD)
GCDF Provisional Status Application Fee	\$ 75.00 (USD)
GCDF Instructor Status Application Fee (non-GCDF certificants)	\$ 50.00 (USD)
Provisional Status Review Fee for full GCDF certification	\$ 35.00 (USD)

ALL APPLICATION FEES ARE NON-REFUNDABLE

Method of Payment for the GCDF Application Fee

Applicant's Name

Telephone DAY EVENING

Enclosed is a check or money order - payable to CCE - in the amount of: _____

Please charge the credit card as listed below in the amount of: _____

Card Type: VISA MasterCard American Express

Name on card:

Acct. #: Exp. Date: /

Card Security Code* (from Back of Card):

Cardholder Signature: _____ Date (mm/dd/yyyy): _____

*** How to find your card Verification Code Numbers:**

On a Visa or MasterCard: Turn your card over and look in the signature strip. You will find either the entire 16-digit string of your card number OR just the last 4-digits, followed by a space, followed by a 3-digit number. The 3-digit number is your card security code (CID).

On an American Express Card: the CID number is a 4-digit number that appears above the end of your card number. Please leave the designated space blank if your card does not have a code.

**Send application and payment to:
CCE
PO Box 77759
Greensboro, NC 27417-7759**