



We invite you to use this guide to prepare for your CCSP application!



What competencies are measured in the credential?

The CCSP is designed to assess an individual's competency and application of the competencies of the NCDA's ***Facilitating Career Development Training Program*** curriculum. Check out the credentialing website for a review of the competencies for this credential.

What will the assessment be like?

- We encourage you to draw upon your experience as well as studies during the training. So adopt the mindset of sitting in a session with your student/customer/client and discussing topics such as resources, action plans, career choices, future plans (or any other relevant topic in your setting).
- There are 4 scenarios; one for each of these areas:
 - Helping skills
 - Theory
 - Assessment
 - Job Search
- For each scenario, you will have a brief description of a situation and client (the scenario). You will be asked to write 2-5 paragraphs responding to a focused question based on that case.
- In preparation for this portion of your application, you may wish to review the competencies in relation to the scenario areas described above. You may also want to practice using some of the exercises with scenarios that you find in your manual.
- You will also choose a setting in which your scenario will be based. The setting choices are:
K-12 education Private practice Business Workforce Higher education

What do I need to know when writing my response?

- When you click the icon to start a scenario, you must complete that scenario within the 60 minutes allowed. If you wish, you may then log out of your application, in the *SM Apply* web platform and then log back in later (as your schedule permits) to complete the next scenarios.
- The CCSP credential is based on the 12 competencies of the training. Your response to the scenario will be assessed, via rubric, by a trained, qualified reviewer through a "blind review" process (the reviewer will not know your identity).

How can I prepare?

- We suggest that you review the [**PowerPoint**](#) about writing a response. You will find some sample practice questions at the end.
- Prepare yourself
 - Review the competencies especially the ones closely related to the scenarios.
 - Think about the competencies and their application to the setting in which you work.
 - We suggest that you review the PowerPoint about writing a response.
 - You will find some sample practice questions at the end of the PowerPoint. Because most of us aren't used to doing this kind of writing, take some time to practice.
 - Take all of your 60 minutes. Reread and edit your response if you have extra time at the end.

Now... spend some time on refreshing your writing skills and practicing!

*Check out the PowerPoint: [**Successful Writing for an NCDA CCSP Credential Application**](#)
Sample questions with sample response included.*