



National Career
Development
Association

US NCDA MASTER TRAINER WORKSHOP APPLICATION

Applications: Completed applications are due March 1, 2023. Notifications will be made no later than March 20, 2023. Registration fee must be paid in full by April 15, 2023.

Registration Fee: \$2000 USD payable once you receive confirmation of acceptance into the Master Trainer Program.

Cancellation Policy: Cancellations received in writing prior to April 15, 2023, will be subject to a \$50 process fee. No refunds will be issued after this date.

Dates: June 27, 2023, 8:00 am – 5:00 pm CST in Chicago, Illinois. Workshop attendees will be expected to complete and submit assignments pre- and post-training.

Location: Sheraton Grand Riverwalk Hotel, 301 E. North Water Street, Chicago, IL 60611. [Online hotel reservations.](#)

NCDA retains the right to cancel this workshop if there is not a minimum of 10 qualified and paid attendees.

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

Selection Criteria

The application form details the qualifications to apply to become a US 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 conference 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.

Please return this completed application form no later than March 1, 2023 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
www.ncda.org

Demographic Information

Name:
Organization:
Address:
City: State: Zip:
Phone: E-Mail:

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

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

Name of Instructor: Date of Completion:

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

Name: Date of Completion:

Agreement

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

1. Inform NCDA of all US NCDA Instructor Training sessions that I conduct.
2. Provide NCDA with a contact list of all participants who have completed the NCDA Instructor Training Workshop.
3. Select participants for instructor training who meet established NCDA instructor criteria and provide NCDA with appropriate documentation if requested.
4. Conduct NCDA Instructor workshops that cover the critical content of the NCDA Curriculum and comply with the most recent NCDA Instructor workshop criteria and format.
5. Describe the US NCDA Instructor and Program Registry to participants.
6. Describe the credentialing process at each workshop.
7. Abide by the NCDA Instructor Workshop Registration Fee established for all US NCDA Master Trainers.
8. Must maintain the CCSP credential.

To be listed on the US NCDA MT Registry, MTs must fulfill the following requirements:

Continuing Professional Development Requirements for MTs

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 workshops or curriculum, and innovations in delivery of career services.

Annual Reporting Requirements for MTs

Each MT will submit an annual report to NCDA covering these areas:

- Training assessment and results.
- List of Individuals and location of learners that successfully completed NCDA Instructor training.
- Upon request, MTs 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 MT Agreement.

Annual MT Fee

To purchase the US NCDA Instructor Materials, an MT must be listed on the US NCDA MT registry. The annual fee is set by NCDA and provides MTs the opportunity to list their instructor classes on the NCDA website, in addition to purchasing the US NCDA Instructor Materials. The fee is currently \$50 each year.

Training Assessment

Each MT will submit a copy of their training evaluation form along with aggregated results for the year. The MT Handbook will have a list of possible questions.

NCDA Ethics and MT Agreement

Each MT should be in compliance with NCDA Ethics and the MT Agreement.

I agree to all conditions listed above if accepted into the US NCDA Master Trainer's Workshop.

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 responses must be in narrative form.

- a. Provide information to support 7-10 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.
- b. Provide information to support proof of instruction of a minimum of five (5) hybrid or online US NCDCA Facilitating Career Development entire courses (not workshops or non US NCDCA FCD entire courses) with a minimum of 5 participants in each course.
- c. Document your experience by including a course outline and syllabus for teaching the entire US NCDCA Facilitating Career Development course with the US NCDCA Facilitating Career Development curriculum. You must include a course outline and syllabus for each of the 5 hybrid courses.
Throughout this application, reference to the US NCDCA Facilitating Career Development course refers to teaching the entire US NCDCA Facilitating Career Development curriculum not just sections of it or similar competencies in a different course.
- d. Provide one sample of an additional and original material that you use in your US NCDCA FCD training.
- e. Provide summary of evaluations from Facilitating Career Development trainings.
- f. Provide information on at least one presentation on a career topic at a state or national conference in the last 5 years or the publication of an article on a career topic in a professional publication in the last 5 years.

Section II

Education/Career Development Experience Qualifications - All responses must be in narrative form.

- a. Master's or doctorate in a related area
 1. Relevant academic areas: Counseling (school counseling, clinical, VR), 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)
- b. In lieu of minimal educational level, document a minimum of 7 years of experience in instruction of US NCDCA Facilitating Career Development course in its entirety. Each course must have a minimum of 5 participants. You must have taught a minimum 15 courses across this time period with multiple populations (business, higher education, K-12, private practice, workforce). This item refers to teaching the entire US NCDCA Facilitating Career Development curriculum in a course. It does not refer to teaching just sections of it or similar competencies in a different course.
- c. 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.
- d. Must hold NCDCA's CCSP credential.
- e. Must be a US NCDCA FCD trained Instructor and a member of the US NCDCA FCD Instructor Registry. Instructor Registry and NCDCA membership must be for the 5 years and current.

Section III

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

- a. All 12 competencies must be covered in the delivery of the US NCDA FCD curriculum. How do you apply each of the competencies in your US NCDA FCD instruction?
- b. Document your experience in the delivery of career services or career training across different sectors (business, education, workforce, private practice) as a practitioner. Tell us about your work with each of these sectors: business, K-12 and higher education, workforce, and private practice.

Section IV

Technology Expertise

- a. Provide access to your e-learning platform and an US NCDA FCD course.
- b. In 3-5 paragraphs, describe how you design your US NCDA FCD courses for effective hybrid delivery (online + contact time). Contact time is remote or onsite face to face.
- c. Describe how you conduct remote contact sessions.

Section V

Commitment

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

Additional Information

- a. Include in this packet a copy of your resume or CV.
- b. List any other documents you are also including.

Please follow PDF document guidelines described above.