



Delivering the NCDA Master Trainer Workshop 2022

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INTRODUCTION

This handbook is for individuals who are participating in NCDA's Master Trainer Workshop. There are two handbooks that are to be used in a Master Trainer Workshop – 1) Delivering the NCDA Master Trainer Workshop and 2) US NCDA Instructor Materials for Master Trainers.

The **Delivering the NCDA Master Trainer Workshop Handbook** outlines the application process for becoming a Master Trainer, selecting Master Trainer Workshop preceptors, and for conducting a Master Trainer Workshop.

The **US NCDA Instructor Training Handbook for Master Trainers** provides resources that Master Trainers will use when conducting their training for individuals to become instructors for NCDA's Facilitating Career Development Training and Certification Program. Accompanying the handbook are a number of training resources located on the NCDA Instructor website.

The intent of these handbooks is to maintain accountability, quality, and consistency among Master Trainers:

- In the selection of Instructors to attend training.
- In the conducting of training in the NCDA approved format.
 - In the materials used for training.
 - In the information provided to all new Instructors.
 - In the evaluation of Instructors and Master Trainers.

Many, many thanks to the Master Trainers, the NCDA Training and Education Council (TEC) and its subcommittees for writing, compiling, and updating these materials over the years.

Many thanks to the Master Trainer Taskforce for its work in the comprehensive review and update of the Master Trainer Workshop and these materials, beginning in 2015 and finishing in 2019. These committee members worked during this time period on this project: Constance Pritchard, Malka Edelman, Ellen Weaver Paquette, Kelly Curry, Mark Danaher, and Mary Ann Powell. Other Master Trainers participated in phases of the project and provided insight and feedback.

If you have any questions about the NCDA Master Trainer Training or Instructor Training Program, contact Mary Ann Powell, National Career Development Association, mpowell@ncda.org or (918) 663-7060.

The purpose of this manual is to provide a comprehensive resource FOR delivering a Master Trainer workshop. The handbook sets parameters as to what must be covered in an NCDA Master Trainer Workshop. All Master Trainer Workshops must be approved, sanctioned, scheduled by, or in consultation with, NCDA staff. No one can provide a Master Trainer Workshop without consultation and permission from NCDA staff.

**See TEC Policy and Procedures Manual for planning NCDA-sponsored training programs.*

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SECTION ONE

GENERAL INFORMATION AND MASTER TRAINER FACILITATOR SELECTION

- Process for Offering an NCDA Master Trainer Workshop.
- Process for Selection of Master Trainer Preceptors.
- Application for Master Trainer Preceptor.
- Master Trainer Preceptor Application Rubric.

Process for Offering an NCDA Master Trainer Workshop

NCDA controls all offerings of the NCDA Master Trainer Workshop nationally and internationally. Any such workshops must be sanctioned by NCDA staff. NCDA will notify all NCDA Master Trainers regarding an RFP for current MTs to apply to become an MT preceptor. An individual must be an NCDA Master Trainer in order to submit an application.

1. Trainers for any workshop will be chosen and approved as outlined in the ***TEC Policy and Procedures manual – Planning an NCDA Sponsored Training Program***.
2. NCDA will handle logistics, registration, and compensation of US NCDA Master Trainer Workshops.
3. Trainers must follow the Master Trainer Workshop agenda and learning objectives for all NCDA Master Trainer Workshops nationally or internationally. For international groups **only**, this agenda may be tweaked for appropriateness for that group and with review by NCDA staff.

Process for Selection of Master Trainer Preceptors

Preceptor is defined as a teacher or instructor of Master Trainer Training

NCDA staff, working in conjunction with appropriate groups, will select preceptors to facilitate the Master Trainer workshop. Based on feedback from NCDA Master Trainers at the June 2016 conference, these are the desirable experience, background, and traits that MT facilitators should exhibit:

1. Training experience in NCDA's Facilitating Career Development Training and Certification Program (minimum of 10 courses) and NCDA Instructor (a minimum of 5 trainings).
2. Experience in career development (minimum of 15 years).
3. Training experience with adults beyond NCDA programs.
4. Training experience with a wide variety of learners (i.e. more than one sector: workforce, education, private practice, business/industry etc.).
5. Comfortable with face-to-face, eLearning and video conferencing delivery of training (tech savvy).
6. Career development experience.
7. Membership and active in NCDA (minimum of 5 years).
8. Able to work with other MTs to deliver the training (team approach).
9. Minimum education level of a master's degree.
10. Knowledge of all credentialing options.
11. Knowledge of or active involvement in curriculum development.
12. Desirable qualities: passionate about career development, creative, energetic, professional.

NCDA staff will release a *Request for Proposal* for Master Trainer Workshop Preceptor application to the active NCDA Master Trainers. NCDA will set the fees for attending the Master Trainer workshop and compensation for the preceptors.

Anyone interested in facilitating NCDA's Master Trainer workshop will complete the application included in this packet and submit to Mary Ann Powell.

Application for Master Trainer Preceptor

This application is for individuals to lead a Master Trainer Workshop.

Name:

Address:

Email:

Phone:

Briefly answer these questions:

1. Describe your experience in delivering NCDA's Facilitating Career Development Training and Certification Program, NCDA Instructor Training, and other training topics and audiences. Describe your learners in terms of work setting, educational level, and other characteristics.
2. Describe your experience in career development (training, curriculum, education).
3. Describe your experience with technology, eLearning, and video conferencing.
4. Describe your involvement in NCDA, particularly in reference to the Facilitating Career Development Training and Credentialing Program.
5. Provide Post-Course Completion Evaluations from your past 5 Instructor Training Workshops.
6. Describe why you want to facilitate NCDA's Master Trainer Workshop.

Master Trainer Preceptor Application Rubric

	Unsatisfactory-0	Needs Improvement-1	Proficient-2	Exemplary-3
Level of Instructional Experience (Instructor Training)	Has not taught a course within the past 18 months.	Has not taught a course within the past 12 months.	Has taught a course within the past 12 months.	¹ Has taught a course within the past 6 months.
Post-Course Completion Evaluations	The instructor did not receive overall satisfaction ratings of “strongly agree” or “agree” on at least 50% of their post-course evaluations.	The instructor did not receive overall satisfaction ratings of “strongly agree” or “agree” on at least 60% of their post-course evaluations.	The instructor received overall satisfaction ratings of “strongly agree” or “agree” on at least 70% of their post-course evaluations.	The instructor received overall satisfaction ratings of “strongly agree” or “agree” on at least 80% of their post-course evaluations.
Personal Statement of Interest (500 words max.)	The personal statement was missing or did not align with the mission and values of the TEC. The applicant failed to articulate (in at least 1 area) an interest in promoting the best interests of NCDA and the career development profession.	The personal statement somewhat aligned with the mission and values of the TEC. The applicant articulated (in at least 1 area) an interest in promoting the best interests of NCDA and the career development profession.	The personal statement somewhat aligned with the mission and values of the TEC. The applicant articulated (in at least 2 areas) an interest in promoting the best interests of NCDA and the career development profession.	The personal statement aligned with the mission and values of the TEC. The applicant clearly articulated (in at least 3 areas) an interest in supporting and promoting the best interests of NCDA and the career development profession.

Has the applicant completed the NCDA Master Trainer Course? ____ YES ____ NO

Application Reviewed By: _____ Date: _____

SECTION TWO

NCDA MASTER TRAINER WORKSHOP AGENDA

- NCDA US Master Trainer Application
- NCDA US Master Trainer Application Rubric
- Master Trainer Workshop Learning Objectives
- Training Overview
- Delivery of Training
- Pre-Workshop Candidate Assignments
- In-class Candidate Assignments
- Face-to-Face Workshop Agenda Options
- Remote Delivery Agenda Options



National Career
Development
Association

US NCDA MASTER TRAINER WORKSHOP APPLICATION

Applications: Completed applications are due [date]. Notifications will be made no later than [date]. Registration fee must be paid in full by [date].

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

Cancellation Policy: Cancellations received in writing prior to [date] will be subject to a \$50 process fee. No refunds will not be issued after this date.

Dates: [dates and times]. Workshop attendees will be expected to complete and submit assignments pre- and post-training.

Location: [location]

NCD A 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 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.

Please return this completed application form via email no later than [date] 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:
Employer:
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 or other NCDA 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 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 provide Instructor Completers with a link to complete an Instructor Training Survey.

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 must be responded to 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 NCD A Facilitating Career Development entire courses (not workshops or non US NCD A 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 NCD A Facilitating Career Development course with the US NCD A Facilitating Career Development curriculum. You must include a course outline and syllabus for each of the 5 courses. **Throughout this application, reference to the US NCD A Facilitating Career Development course refers to teaching the entire US NCD A 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 NCD A 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 must be responded to 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 NCD A 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 NCD A 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.
- 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 at least one NCD A credential.
- e. Must be a US NCD A FCD trained Instructor and a member of the US NCD A FCD Instructor Registry. Instructor Registry and NCD A membership must be for 5 years and current. Applicant must meet all US NCD A FCD eLearning instructor criteria.

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 a 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).
- 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 a copy of your resume or CV.
- b. List any other documents you are including.

Please follow PDF document guidelines described above.

Master Trainer Application Rubric

Applicant name: Date: Evaluator:

Scoring:

Unsatisfactory = 0

Needs Improvement = 1

Proficient = 2

Exemplary = 3

Section	Criteria	Scoring
1	<p>Training & Instructor Experience</p> <ul style="list-style-type: none"> 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 5 hybrid US NCDA Facilitating Career Development entire courses (not workshops or non US NCDA 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 NCDA Facilitating Career Development course with the US NCDA Facilitating Career Development curriculum. You must include a course outline and syllabus for each of the 5 courses. Throughout this application, reference to the US NCDA Facilitating Career Development course refers to teaching the entire US NCDA Facilitating Career Development Training and Certification Program, not just sections of it or similar competences in a different course. d. Provide one sample of an additional and original materials that you use in your US NCDA 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. 	
2	<ul style="list-style-type: none"> a. Master's or doctorate in a related area <ul style="list-style-type: none"> 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 NCDA Facilitating Career Development Training and Certification Program 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 NCDA Facilitating Career Development Training and Certification Program as a course. It does not refer to teaching just sections of it or similar competences in a different course. 	

	<p>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.</p> <p>d. Must hold at least one NCDA Credential.</p> <p>e. Must be a US NCDA trained Instructor and a member of the US NCDA Instructor Registry. Instructor Registry and NCDA membership must be for the most recent 5 consecutive years and current. Applicant must meet all US NCDA eLearning instructor criteria.</p>	
3	<p>Career Knowledge</p> <p>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?</p> <p>b. Document their 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.</p>	
4	<p>Technology Expertise</p> <p>a. Provide access to eLearning platform and US NCDA FCD course.</p> <p>b. In 3-5 paragraphs, describe how you design their US NCDA FCD courses for effective hybrid delivery.</p> <p>c. Describe how you conduct remote contact sessions.</p>	
5	<p>Commitment</p> <p>a. In several paragraphs, provide a plan of how you will use this training to train future US NCDA Facilitating Career Development Instructors.</p>	
6	<p>Additional Information</p> <p>a. Include a copy of your resume or CV.</p> <p>b. List any other documents you are including. Remember: you can submit only 1 file and must respond completely to each item in the narrative portion in the order above.</p>	

APPLICANT NAME:

EVALUATOR:

Evaluator notes:

Recommendation (Accepted or declined):

Rationale:

Master Trainer Workshop Learning Objectives

Facilitating Career Development and Instructor Courses Content and Management

1. Demonstrate 3 ways of delivering the Facilitating Career Development curriculum using 3 different modalities, i.e.; LMS platforms, face-to-face models and hybrid deliveries.
2. Select 4 chapters from the NCDA 2020 curriculum and identify learning objectives, connections to the competencies in chart format.
3. Produce a PPT that summarizes 10-12 key points to consider regarding the delivery of the course.
4. Produce and present 2-5 best practices for teaching the NCDA Facilitating Career Development course.
5. Participate in discussions about challenging portions of the NCDA curriculum and its delivery.
6. Outline NCDA requirements for delivering the NCDA Facilitating Career Development training.

Business Knowledge

1. Each Master Trainer candidate will provide a 10-15 slide PPT that will show how to start a business to deliver the FCD and Instructor Trainings by identifying the following:
 - a. Business incorporation standards in your state (LLC, INC, name of business).
 - b. Tax ramifications in your state.
 - c. Liability insurance for self and for company.
 - d. Use of subcontractors, interns, or employees.
 - e. Start-up funding.

Rating Instructor Candidates

1. Using the NCDA Instructor applicant rating sheet required for the evaluation of potential Instructor candidates, rate three sample applications according to standards.
2. Construct a "Plan of Action" for the remediation of rejected Instructors. Clearly identify each deficit area and state 3 ways to remediate each area. Include a timeline for this to be accomplished to your satisfaction.

Administrative Compliance for Credentialing and NCDA

1. Describe the process for NCDA Facilitating Career Development learners to achieve credentialing to include all NCDA credentials, particularly the CCSP and CCE's GCDF.
2. Explain how to register as a new instructor on the NCDA Registry.

Delivering Training to Adults

1. Identify 2-3 types of challenging behaviors that adult learners might demonstrate.
2. Apply techniques for working with challenging behaviors of adult learners through analysis of case studies and discussion.
3. Define the training cycle for working with adults.

4. List 2-3 key characteristic of adult learners and explain how these characteristics impact NCDA Instructor training.

Technology Expertise

1. Prioritize strategies for overcoming student technology obstacles in using a Learning Management System (LMS) or video conferencing technology.
2. Describe research strategies for purchasing LMS software and servers.
3. Through participation in a seminar discussion, describe the challenges faced with technology in the delivery of NCDA Facilitating Career Development training and how you handled these challenges.

Instructor Course Development and Marketing

1. Develop and present a PPT that will show how to market NCDA's Instructor training including a plan for marketplace analysis.
2. Develop and present a course design for instructor training (hybrid, F2F, eLearning) using the tool "Suggested Delivery Modality Options for each Learning Objective for NCDA Instructor Workshop".

Training Overview

Candidate performance will be assessed in the following ways:

1. The quality of the assigned homework provided prior to the training.
2. The information provided on their initial application.
3. Their performance and participation during the training.

Subject Matter Included in Master Trainer Training:

1. Delivering Training to Adults.
2. Business Knowledge.
3. Facilitating Career Development Course Content and Management.
4. Rating Candidates.
5. Administrative Compliance for NCDA Credentialing.
6. Technology Expertise.
7. Instructor Course Development and Marketing.

Delivery of Training

NCDA will choose the delivery of the NCDA Master Trainer Workshop. Training may be conducted in-person pre- or post-conference or other NCDA meetings. Training may also be conducted solely online following appropriate online training guidelines. There will be required assignments to be completed prior to the face-to-face or remote delivery component of the training.

Pre-Workshop Candidate Assignments

Preparing for NCDA's Master Trainer Workshop

1. Plan to bring a laptop – we will be utilizing online resources and a copy of the NCDA Instructor Manual (newest edition).
2. Review the materials listed on the NCDA Instructor website (you must log in to access). Identify any questions that you have in reference to these materials.
3. Applicants must complete all required assignments and be present for the entire workshop.
4. Candidates must come with all the assignments below completed and ready to deliver as a part of the training. Be prepared to share your assignment via LCD projector or a share screen feature during the workshop.
5. Each assignment should be of the best quality that you can deliver and be ready to use in an NCDA Instructor Training that you might conduct.
6. Throughout our training, references to an FCD course mean the entire NCDA FCD Training and Certification Program (Chapters 1-14) and being compliant with the contact hour requirement. An FCD course is not chapters or content of the course embedded in another course or covered in workshops.

Assignment 1: Delivering Training to Adults

Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 4 items below:

1. Identify 2-3 types of challenging behaviors that adult learners might demonstrate.
2. Apply techniques for working with challenging behaviors of adult learners through analysis of case studies and discussion.
3. Define the training cycle for working with adults.
4. List 2-3 key characteristic of adult learners and explain how these characteristics impact NCDA Instructor training.

Assignment 2: Business Knowledge

Each Master Trainer candidate will provide a 10-15 slide PPT that will show how to start a business to deliver the NCDA Instructor program by identifying the following:

1. Business incorporation standards in your state (LLC, INC, name of business).
2. Tax ramifications in your state.
3. Liability insurance for self and for company.
4. Use of subcontractors, interns, or employees.
5. Start-up funding.

Assignment 3: Facilitating Career Development Course Content and Delivery

Each Master Trainer candidate will provide a word document for the 2 items below:

1. Demonstrate 2 ways of delivering the FCD curriculum using 2 different modalities, i.e. face-to-face models and hybrid deliveries.
2. Identify and present 2-5 best practices (i.e. course delivery or course instruction) from the candidate's NCDA FCD course.

Assignment 4: Administrative Compliance for Certification and NCDA

Each Master Trainer candidate will provide a PPT (about 15 minutes in length) that will respond to the 2 items below:

1. Describe the process for NCDA Facilitating Career Development learners to achieve CCSP, CSCDA, CMCS, CCC credentials, including how to locate study guides for NCDA Credentials. Explain the difference between a Certificate of Training Completion and a credential. Explain how one could become a GCDF Instructor or apply for a GCDF credential through CCE.
2. Show a Certificate of Training Completion that complies with NCDA requirements.
3. Explain how to register as a new instructor on the NCDA Registry.

Assignment 5: Technology Expertise

Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 2 items below:

1. Prioritize strategies for overcoming student technology obstacles in using LMS or video conferencing technology.
2. Describe research strategies for purchasing LMS software and servers.

Assignment 6: Instructor Course Development and Marketing

1. Develop and present a PPT that will show how you will address marketing FCD courses. An FCD course refers to delivering NCDA's entire FCD course, not components of it embedded in another course or components of the course as workshops.

Assignment 7: Rating Instructor Applicants

1. Using the NCDA Instructor applicant rating sheet required for the evaluation of potential Instructor candidates, rate three sample applications according to standards.

Assignment 8: Construct a “Plan of Action” for Remediation of Instructors

1. Construct a "Plan of Action" for the remediation of rejected Instructors.
2. Clearly identify each deficit area and state 3 ways to remediate each area.
3. Include a timeline for this to be accomplished to your satisfaction.

In-class Candidate Assignments

Some demonstration of knowledge and competencies will take place during the face-to-face portion of the training. Workshop content will include the following objectives.

Delivering Training to Adults

1. Possible review or Small Group Activities to share what they learned from their assignments.

Business Knowledge

1. Possible Small Group Activity to share ideas and best practices.

Facilitating Career Development Course Content and Management

1. Demonstrate 3 ways of delivering the FCD curriculum using 3 different modalities, i.e.; LMS platforms, face-to-face models and hybrid deliveries.
2. Produce a PPT that summarizes 10-12 key points to consider regarding the delivery of the course.
3. Identify and present 2-5 best practices (i.e. in course delivery or course instruction) from the candidate’s experience for teaching the NCDA FCD course.
4. Participate in discussions about challenging portions of the NCDA curriculum and its delivery.

Rating Instructor Candidates

1. Using the NCDA Instructor applicant rating sheet required for the evaluation of potential Instructor candidates, rate three sample applications according to standards.
2. Construct a "Plan of Action" for the remediation of rejected Instructors. Clearly identify each deficit area and state 3 ways to remediate each area. Include a timeline for this to be accomplished to your satisfaction.

Administrative Compliance for Certification and NCDA

1. Review the process for credentialing through NCDA (all credentials) and CCE.

Technology Expertise

1. Describe the challenges faced with technology in the delivery of NCDA Facilitating Career Development training and how you handled these challenges.
2. Through participation in seminar discussion, describe and present a course design for instructor training (hybrid, f2f, elearning) using the tool “Suggested Delivery Modality Options for each Learning Objective for NCDA Instructor Workshop”.

Instructor Course Development and Marketing

1. Develop and present a course design for instructor training (hybrid, f2f, e learning) using the tool “Suggested Delivery Modality Options for each Learning Objective for NCD A Instructor Workshop”.

Face-to-Face Workshop Agenda

Day One

Time	Topic	Activity	Presenter
8:00 am	Welcome and Workshop Overview	Discussion	MT Instructor
	Warm Up Activity	Small Group Activity	MTI/Candidates
	<u>FCD Course Training Specifics</u> See NCDA Instructor Handbook Introduce Instructor Manual Outline NCDA requirements for delivering the Facilitating Career Development training <ul style="list-style-type: none"> • \$950 + cost of manual for public courses (listed on registry) • 24 hours of contact time (combo f2f, remote [must use video conferencing]) 	Lecture/PPT/Discussion	MT Instructor
	<u>NCDA Instructor Selection & Training Specifics</u> See NCDA Instructor Handbook Review NCDA requirements and selection process for becoming an NCDA Instructor Practice in Rating Candidates to become Instructors (See NCDA Instructor Handbook) Plan for remediation of inadequate Instructor candidates	Lecture/PPT/Discussion Activity	MTI/Candidates
	<u>AFTERNOON</u>		
	Warmup activity		
	Delivering Training to Adults – pre assignment ppt & discussion		
	Facilitating Career Development Course Content and Delivery – pre assignment		

Day Two

Time	Topic	Activity	Presenter
8:00 am	Welcome and Review	Discussion	MT Instructor
	Explain all NCDA credentials and pathways. Be sure that attendees understand the difference between GCDF Instructor and NCDA FCD Instructor. Explain NCDA Instructor Registry. Difference between certificate of training completion and a credential.		
	Business knowledge	Lecture/PPT/Discussion Activity	MTI/Candidates
	AFTERNOON		
	Unfinalized stuff pp. Section 3 in Instructor Handbook		MTI/Candidates
	Technology Expertise	Presentations	MTI/Candidates
	Instructor Course Development and Marketing – pre course assignment	Small Group Activity	MTI/Candidates
	Wrap Up/Q&A/Certificates/Adjourn	Discussion	MT Instructor

Remote Delivery

Provide MT Candidates with access to an online Learning Management System. Provide detailed assignments and required completion dates.

8 meetings – 1.5 hour on each topic Kick off – Course orientation

Topic	Preceptor	Session Date & start time (90 minutes)	Online Assignment Due date	Online Assignment	F2F Assignment
Welcome					
Kick off Course Orientation					
Business knowledge					
Adult Training					
Business knowledge					
Technology					
Credential					
Marketing					
FCD Course content					
Instructor Mechanics – handbook & rating practice					
Certificates sent from HQ					

Remote Agenda

KICKOFF Webinar / Course Orientation
[date and time]

Webinar Topic: Developing Instructor Business Knowledge
[date and time]

Due prior to Developing Instructor Business Knowledge Webinar [due date]

1. Each Master Trainer candidate will submit a Word or PDF document (no more than 2 pages) explaining how you will integrate marketing and business knowledge into your training of instructors. In particular, you should provide a template and key resources for marketing FCD training and template **and** key resources for starting a business. For both of these areas, you should provide an example of an assignment that Instructor learners will complete to practice these skills. In summary, your content must include:
 - a. Template for developing a marketing strategy for FCD training (and key learning resources).
 - b. Template for starting a business (and key learning resources).
 - c. The assignments for developing a marketing plan and business startup plan that you will ask your Instructors to complete as a part of their training.

Be Prepared to Discuss and Present: Each MT candidate will present a 5-minute synopsis of their plans for teaching about marketing and assignment and a 5-minute synopsis of their plans for teaching about starting a business and assignment.

Webinar Topic: Delivering Training to Adults
[date and time]

Due prior to Delivering Training to Adults Webinar [due date]

Each Master Trainer candidate will provide a PPT (about 10 minutes in length) that will respond to the 4 items below:

1. Identify 2-3 types of challenging behaviors that adult learners might demonstrate.
2. Apply techniques for working with challenging behaviors of adult learners through analysis of cases studies and discussion.
3. Define the training cycle for working with adults.
4. List 2-3 key characteristics of adult learners and explain how these characteristics impact NCDA Instructor training.

Be Prepared to Discuss and Present: Each MT candidate should be prepared to discuss the above items as well as contribute knowledge and personal experiences when training adults.

At the conclusion of this webinar:

- ✓ Share types of challenging behaviors of adult learners
- ✓ Share at least one case study and lead a brief discussion
- ✓ Share 2 key characteristic of adult learners and how these characteristic impact our NCDA Training

Webinar Topic: Technology
[date and time]

Due prior to Technology Webinar [due date]

1. Each MT candidate will provide a PPT (about 10 minutes in length) that will respond to the 2 items below. Keep in mind that the Master Trainers conducting this training will review this product prior to the scheduled date of the webinar. You will be expected to analyze the PPTs of the other participants and participate in a lively discussion during the webinar.

Prioritize strategies for overcoming student technology obstacles using LMS or video conferencing technology

Suggestions for PPT include: development of a survey of expertise prior to the start of the training to ascertain current knowledge base and ease of procuring tech help.

Describe research strategies for purchasing LMS software and service

Suggestions for PPT (5-10 slides) include: overview of common, free or inexpensive platforms such as Canvas, Zoom. Include the incorporation of Google Docs, Chat, Dropbox or We transfer, etc. for file sharing and direct communication. Include discussion of data transfer safeguards, confidentiality. Discussion of crucial, common features needed in LMS used and where to seek quality evaluation of software.

Be Prepared to Discuss and Present:

1. Describe the challenges faced with technology in the delivery of FCD training and how you have handled, met or plan to meet these challenges. (5-minute time limit to discuss one instance)
2. Using the approved Suggested Modality Options for each Learning Objective for the NCDA Instructor workshop, describe and present a course design for the Instructor training especially featuring evaluation of FCD candidates in an online format.

The MT Preceptor will expect to hear answers to:

1. How many hours is attributed to each of the course components?
2. How much f2f time is allotted or looked for?
3. How do you ensure quality participation in attendance, authentic participation, grading, outcomes?
4. How will you measure FCD objectives in the affective domain?

Webinar Topic: Understanding Credentialing.
[date and time]

Due prior to Understanding Credentialing Webinar [due date]

1. Each Master Trainer candidate should review the NCDA Credentialing website. Each candidate will prepare a Word or PDF document that describes how they will teach Instructors about credentialing. These specific topics must be addressed:

- a. Describe the differences and similarities between these credentials: NCDA's CCSP, CMCS, CSCDA, CCC and CCE's GCDF.
- b. How will the instructor respond to the question: Which credential should I choose? Since Instructors are expected to brief their learners about all credentials and provide information for the learner's decision making, your MT Training team assumes that the Instructor is presenting unbiased information not directing learners to only one credential.
- c. How will the MT candidate prepare instructors to respond to this end user question: "I get a credential at the end of my training, right?"

Be Prepared to Discuss and Present:

Respond to and ask questions about credentialing, NCDA credentials, and CCE's GCDF credentials. Each MT candidate will present a 5-minute synopsis of their plans for teaching about credentialing in their Instructor training. It is very important that NCDA Instructors are knowledgeable about credentialing (NCDA, CCE, and other credentials).

Following this workshop, the MT candidate must successfully complete a quiz about credentialing. That quiz will not be available before this workshop.

Webinar Topic: Marketing
[date and time]

Due prior to Marketing Webinar [due date]

1. Each MT candidate will develop and present a PPT (5-10 slides) that will address the item below. Keep in mind that the Master Trainers conducting this training will review this product prior to the scheduled date of the webinar. You will be expected to analyze the PPTs of the other participants and participate in a lively discussion during the webinar.

Develop and present a PPT that will show how you address training applicant Instructors about marketing FCD courses in their entirety. An FCD course refers to the delivery of the NCDA entire FCD course, not components of it embedded in another course or component of the course as a workshop.

Suggestions for PPT include: developing your brand, professional social media outlets, targeting workforce development agencies, identifying sources of funding that may be used by qualified individuals.

Be Prepared to Discuss and Present:

Each MT will have 5 minutes to identify specific markets (local, online,) how to access and ROI perceived for each. Include marketing campaigns, use of professional social media and networking to achieve results in a specific time frame.

The MT preceptor will expect to hear answers to:

1. Targeting likely qualified Instructor candidates.

2. Ensuring that Instructor candidates will produce quality course meeting best standards.
3. Using the current NCDA website properly, pricing your FCD course, academic credit or not, use of required Student Manual adding in additional features such as video, readings, field trips, etc.

Webinar Topic: NCDA Facilitating Career Development Training and Certification Program Content and Delivery.

[date and time]

Due prior to Facilitating Career Development Course Content and Delivery Webinar [due date]

Each Master Trainer candidate will provide a **Word document** for the 2 items below:

1. Demonstrate 2 ways of delivering the FCD curriculum using 2 different modalities, i.e. face-to-face models and hybrid deliveries.
2. Identify and present 2-5 best practices (i.e. in course delivery or course instruction) from the candidate's experience for teaching the NCDA FCD course.

Be Prepared to Discuss and Present:

MT will share, via format of your choosing, demonstration of delivering the FCD curriculum in 2 modalities. Share 1 or 2 of your best practices in the delivery of the course instruction.

[assign MT candidates to specific chapters]

Webinar Topic: Instructor Mechanics – Handbook Review and Rating Practice

[date and time]

Due prior to Instructor Mechanics Webinar:

1. Each MT candidate will provide a PPT (about 10 minutes in length) that will respond to one item below. Keep in mind that the Master Trainers conducting this training will review this product prior to the scheduled date of the webinar. You will be expected to analyze the PPTs of the other participants and participate in a lively discussion during the webinar.

Review and discuss the current Master Trainer Handbook

Suggestions for PPT include: Key points of the MT Handbook especially preparation for the training in both f2f and online modalities for delivery.

OR

Analyze the rubric for the selection of domestic NCDA US Instructor candidates.

Note: You will be provided with several examples of actual Instructor candidate applications. Expect to defend your choice as to acceptance, why or why not?

Do not stray from the rubric, knowledge of current conditions of possible candidates in your purview does not constitutes a reason for variance.

Review the requirements for the training of international instructor candidates.

Be Prepared to Discuss and Present:

Discuss the key points of the MT Handbook, evaluation of Instructor candidates, how to offer suggestions of areas of improvement to candidates who are not yet qualified and how to check the integrity of the paper application claims. To be included will be a discussion of “publications” and work experience in career development.

SECTION THREE

MASTER TRAINER QUALITY and ACCOUNTABILITY

- Working with International NCDA Instructor Applicants
- Continuing Professional Development Requirements for MTs
- Annual MT fee
- Training Assessment and FCD Instructor Registry
- Annual Master Trainer Report to NCDA
- General Guidelines for Master Trainers

Working with International NCDA Instructor Applicants

It is important for international instructor applicants to understand that their becoming an NCDA Instructor means that these individuals (like their American counterparts) are eligible to deliver NCDA's Facilitating Career Development training. Currently completion of the 2022 (or later) version of this training qualifies an individual to apply for NCDA's Certified Career Services Provider and CCE's Global Career Development Facilitator. Some countries may have a country specific curriculum which leads to other credentials. For any questions about delivering Instructor training internationally, first check with NCDA staff.

Master Trainer workshops (internationally or nationally) may not be delivered without permission of NCDA.

Continuing Professional Development Requirements for Master Trainers

MTs must provide evidence of continuing professional development in the field of career development. This continuing education may be leadership or service in professional career organizations, publication of career-related articles or materials, development of career workshops or curriculum, and innovations in delivery of career services.

Annual Master Trainer Fee

A MT must be listed on the 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 NCDA Instructor Materials. Currently the fee is \$50.

Training Assessment and FCD Instructor Registry

Each MT will provide each FCD Instructor completer with a link to complete a Master Trainer survey and subsequent link to apply for the NCDA FCD Instructor Registry. MT evaluation data will be collected for all NCDA Master Trainers. FCD Instructor Training Program completers should be directed to: [\[link\]](#)

Once an FCD Instructor Completer finishes the brief survey questionnaire, they will be directed to another link where they will complete their NCDA FCD Instructor Registry form that will be submitted to NCDA. NCDA will provide survey data to Master Trainers as requested and will send periodic reports to MTs.

Annual Master Trainer Report to NCDA

Name
Address
Phone
Email

Complete the following for the current year:

1. Describe your professional development activities in the past year.
2. List of Individuals and location of learners who successfully completed NCDA Instructor training. If a person offered Instructor training and no trainings made, the individual would report that information.
 - Upon request, MTs may be asked to submit applications for NCDA Instructor training and copies of evaluation of learners' work.
3. A copy of marketing materials in reference to NCDA Instructor training.
4. A description of the delivery of training (how the required format was delivered).
5. Re-commitment to the MT Agreement.

As an NCDA Master Trainer, I agree to the following:

- Inform NCDA of all NCDA Instructor Training sessions that I conduct.
- Provide NCDA with a contact list of all participants who have completed the NCDA Instructor Training Workshop.
- Select participants for instructor training who meet established NCDA instructor criteria and provide NCDA with appropriate documentation if requested.
- Conduct FCD Instructor workshops that cover the critical content of the NCDA Curriculum and that comply with the current NCDA Instructor workshop criteria and format.
- Describe the NCDA Instructor Registry to participants.
- Describe the credentialing process at each workshop.
- Abide by the NCDA Instructor Workshop Registration Fee established for all NCDA Master Trainers.

Signature: _____ Date: _____

Print Name: _____

Please return this completed application form no later than December 31 each year 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

General Guidelines for NCDA Master Trainers

1. The agenda for each NCDA FCD Instructor training workshop should be developed by the Master Trainer(s), based on the NCDA model and objectives. While the instructor training can be designed uniquely for each Master Trainer's training style, the critical elements outlined in the FCD Training Instructor Model (included in this MT Handbook), should be included in each session.
2. A minimum of 20 hours of classroom time is required for the NCDA instructor training with 6 or more participants. When less than 6 participants are in attendance, a minimum of 14 hours of classroom time is required. The number of NCDA CEUs should be noted on the final certificate.
3. Master Trainers must train using the newest version of the NCDA FCD curriculum. Master Trainers must stay current with newest NCDA information and requirements by reviewing the NCDA FCD website prior to training.
4. Master Trainers must select instructor training participants based on the qualification standards set by NCDA. To assist each Master Trainer in evaluating participants, a grid outlining these qualifications is available in the Instructor Training Handbook.
5. Participants in the instructor training must demonstrate their teaching/training abilities and knowledge of a subject within the FCD curriculum. A 30-minute presentation to be given during the training session is assigned to each participant. These presentations can either be taken directly from the curriculum or can be a presentation/activity developed by the presenter- as long as it meets the objectives of the chapter.
6. Upon completion of each presentation, peer evaluations are completed for each presenter. The Master Trainer is responsible for providing feedback to the presenter on their presentation skills and abilities and will make the final decision to issue an instructor certificate of completion.
7. If a participant does not meet the criteria set for certificate of completion, the Master Trainer must identify strategies, develop a plan, and provide follow-up with instructors who did not meet the completion requirements during the instructor training. Upon successful completion of the plan, the Master Trainer will then provide the instructor with a certificate of completion. If the selection criteria for acceptance in FCD Instructor training is closely followed, this situation will be a rare occurrence.
8. Master Trainers should emphasize the importance of new instructors designing their FCD classes utilizing experiential and other activities rather than using a lecture format with their students. Adult learning styles should be emphasized and discussed by the Master Trainer during the FCD Instructor Training session.
9. Master Trainer(s) must charge the standard fee set by NCDA to each participant in the training unless they receive a waiver from NCDA for a contracted group or \$1850 per trainee including Instructor Manual, \$1500 per trainee excluding Instructor Manual. MTs can purchase the Instructor Manual for each trainee or direct trainee's to NCDA website to purchase the Instructor Manual.

10. Master Trainers must complete the online Instructor Training form with NCDA within 30 days of completion of the training. Master Trainer shall provide, training location, dates, names of completers and emails.
[provide online form link]
11. Master Trainers must maintain instructor applications on file for at least 3 years so they can be referenced if there is a question about an instructor's qualifications.

International Master Trainers

Licensing Agreements

NCDA partners with a business or non-profit entities who seeks to establish a Facilitating Career Development (FCD) Program in a country/region outside of the US. These NCDA Business Partners are granted rights to adapt and translate the NCDA FCD Curriculum through a training licensing agreement. In addition, credentialing options are available. This Licensing Agreement involves a financial commitment from the business partner in order to complete the curricula development, establish a system to launch the program, develop a registry of certified instructors, etc. NCDA assists throughout the process. The financial commitment includes a one-time licensing fee, ongoing royalties based on training fees/manuals used, and credentialing application fees. These organizations may be from higher education, business and industry, or school districts in regions where NCDA does not have a presence. For more information on licensing agreements, contact mpowell@ncda.org.

For entities and/or individuals (certified instructors outside of the US) who simply want to adapt the existing NCDA FCD Student manual to include pertinent country/region labor marketing information, the prevailing price of the student manual is enforced for use outside of the US. All policies for instruction must be followed.

Copyright Laws

NCDA abides by U.S. Copyright Laws. All rights are reserved by NCDA, and content [NCDA FCD Instructor Manual or NCDA FCD Student Manual] may not be reproduced, downloaded (unless ebook has been purchased), disseminated, published, or transferred in any form or by any means, except with the prior written permission of NCDA, or as indicated below. Copyright infringement is a violation of federal law subject to criminal and civil penalties.