

NCDA Facilitating Career Development Training and Credential Program, 5th Edition

Course Requirements

August 2024

NCDA FCD Training and Credentialing Program, 5 th Ed.	Instructional Block	Time to Teach	Learning Objectives	Competencies Covered	Total Teaching Time	Required Live Interaction
Module 1 *Required Developing a Helping Relationship	1	1 hour	1 and 2	✓ Helping Skills ✓ Consultation ✓ Program Mgmt/Implementation	11 - 17 hours	15 - 16 hours
	2	4 – 6 hours	3 through 6			
	3	3 – 5 hours	7 and 8			
	4	3 – 5 hours	9 through 11			
Module 2 *Required Training/Leading Groups	1	1.5 – 2 hours	1 through 5	✓ Training Clients and Peers ✓ Helping Skills ✓ Consultation	7 - 11 hours	6 - 8 hours
	2	1.5 – 2 hours	6 through 10			
	3	3 – 6 hours	Transfer of Learning			
	4	1 hour	Summary of key concepts			
Module 3 *Required Career Development Theory/Application	1	2 - 3 hours	1 through 3	✓ Career Dev. Models ✓ Assessment ✓ LMI and Resources ✓ Helping Skills ✓ Technology ✓ Consultation	11 - 17 hours	
	2	1 - 2 hours	4 and 5			
	3	5 - 7 hours	6 and 7			
	4	1 - 2 hours	8			
	5	2 - 3 hours	9			
Module 4 *Required Role of Assessment in Career Planning	1	2 – 3 hours	1 through 3	✓ Helping Skills ✓ LMI and Resources ✓ Assessment ✓ Ethical/Legal Issues ✓ Career Dev. Models	11 - 16 hours	
	2	2 – 3 hours	4 and 5			
	3	3 – 4 hours	6 and 7			
	4	2 – 3 hours	8 and 9			
	5	2 – 3 hours	10			
Module 5 *Required Ethics and the Career Services Provider	1	2 hours	1 and 2	✓ Ethical/Legal Issues ✓ Helping Skills ✓ Consultation	11 - 14 hours	
	2	3 – 4 hours	3 and 4			
	3	3 – 4 hours	5 and 6			
	4	3 – 4 hours	7 and 8			

NCDA FCD cont.	Instructional Block	Time to Teach	Learning Objectives	Competencies Covered	Total Teaching Time	Required Live Interaction
Module 6 *Required Career Services for Multicultural Populations	1	2 – 3 hours	1 and 2	✓ Diverse Populations ✓ Helping Skills ✓ LMI and Resources ✓ Consultation	6 - 9 hours	
	2	2 – 3 hours	3 and 4			
	3	2 – 3 hours	5 and 6			
Module 7 *Required Role of Career Information and Technological Resources	1	1.5 – 2 hours	1 through 3	✓ LMI and Resources ✓ Technology ✓ Employability Skills ✓ Legal/Ethical Issues	6 - 8 hours	
	2	3 - 4 hours	4 through 9			
	3	1.5 – 2 hours	10 through 12			
Module 8 *Required Job Seeking and Employability Skills	1	3 – 4 hours	1 through 5	✓ Employability Skills ✓ LMI and Resources ✓ Technology ✓ Training Clients/Peers	8 - 11 hours	
	2	3 – 4 hours	6 through 9			
	3	2 - 3 hours	10 through 13			
Module 9 *Required Designing/Implementing Career Planning Services	1	2	1 and 2	✓ Program Mgmt/Implementation ✓ Promotion/Public Relations ✓ LMI and Resources ✓ Consultation	8 - 10 hours	
	2	3 – 4 hours	3 and 4			
	3	3 - 4 hours	5 and 6			
Module 10 *Optional Business Services and Employer Relations	1	1 – 1.5 hours	1 and 2	✓ Helping Skills ✓ Employability Skills ✓ Training Clients/Peers ✓ Program Mgmt/Implementation ✓ Promotion/Public Relations	3 - 4.5 hours	
	2	1 - 1.5 hours	3 and 4			
	3	1 - 1.5 hours	5			

NCDA FCD Cont.	Instructional Block	Time to Teach	Learning Objectives	Competencies Covered	Total Teaching Time	Required Live Interaction
Module 11 *Optional Career Development Services for Clients with Disabilities	1	2 – 3 hours	1 through 3	✓ Helping Skills ✓ Training/Leading Groups ✓ Theory ✓ Ethics ✓ Technology ✓ Program Mgmt/Implementation	7 - 10 hours	
	2	2 – 3 hours	4 and 5			
	3	3 – 4 hours	6 and 7			
Module 12 *Optional Career Development Services for Justice-Involved	1	3 – 4 hours	1 through 3	✓ Helping Skills ✓ Consultation ✓ LMI and Resources ✓ Assessment ✓ Ethical/Legal Issues ✓ Employability Skills ✓ Program Mgmt/Implementation	8 - 11 hours	
	2	3 – 4 hours	4 and 5			
	3	2 – 3 hours	6 and 7			
Module 13 *Optional Career Development Services for K-12	1	2 – 3 hours	1 through 3	✓ Helping Skills ✓ LMI and Resources ✓ Assessment ✓ Diverse Populations ✓ Career Dev. Models ✓ Employability Skills ✓ Training Clients/Peers ✓ Program Mgmt/Implementation ✓ Promotion/Public Relations	5 - 8 hours	
	2	2 – 3 hours	4 and 5			
	3	1 – 2 hours	6			
Module 14 *Optional Workforce/Career Development History	1	2 – 3 hours	1 and 2	✓ Helping Skills ✓ Assessment ✓ Career Dev. Models ✓ Training Clients/Peers ✓ Program Mgmt/Implementation	3 - 5 hours	
	2	1-2 hours	3 and 4			