

Training in Career Practitioner Supervision

NCDA offers a 45-hour training in career practitioner supervision. The Career Practitioner Supervisor (CPS) is essential to guiding new career practitioners as they transition into the role, helping more experienced professionals develop their practical skills, and contribute to the broader field of career development so that it can adapt and grow with new challenges and trends within the world of work.

Participants will complete:

- 9 hours of asynchronous preparation before the NCDA Pre-Conference
- 12 hours of in-person training at the NCDA Pre-Conference
- 24 hours of asynchronous and synchronous training after the NCDA Pre-conference

Training Schedule:

Monday, June 16, 2025: 1:00 - 5:00 pm (5 hours)

Tuesday, June 17, 2025: 8:00 am – 5:00 pm (8 hours)

Location: Atlanta Marriott Marquis, Atlanta, Georgia (site of NCDA Conference)

Trainers: Dr. Brian Hutchison and Dr. Tina Peterman

CEUs, Certificate and Credentialing:

Each participant who successfully completes the training will receive 45 contact hours of continuing education hours and an NCDA Certificate of Completion. Participants may be eligible to apply for the **NCDA Certified Supervisor of Career Practitioners (CSCP)**.

Join us to explore essential supervision theories, enhance ethical supervision practices, and craft a robust framework for effective supervisory approaches. This program equips participants with advanced tools to boost performance, develop skills, and foster self-awareness, empowering them to lead with confidence and impact.

Topics will include:

- What is Supervision and Why is it Important
- Ethics: Decision-Making and Supervision
- Supervision Skills
- Multicultural Aspects of Supervision
- Components of Supervision of Career Practitioners
- Three Models of Supervision of Career Practitioners
- Group Supervision and Supervisor Roles
- Elements of Developing a Supervisory Relationship
- The Administrative Side of Supervision
- Technology Considerations and Supervision

- Planning for Ongoing Supervision
- The Supervisory Working Alliance
- Supervision Tools to Improve Performance, Build Skills and Self-Awareness
- Evaluation of Supervisee Performance

Cost: \$2200. All participants will receive the Career Practitioner Supervision Training Student Manual, and the “Clinical Supervision of Career Development Practitioners: Practical Strategies” Monograph.

Selection of Participants: A maximum of 30 participants will be accepted into this training. The selection will be based on the qualifications of the applicants. Applications must be submitted by May 1, 2025 to be considered.

About the Trainers:

Brian Hutchison and Tina Peterman are the authors of the NCDCA Career Practitioner Supervision Training Curriculum (Fourth Edition)

Brian Hutchison, Ph.D., LPC, CCSCC is Core Faculty of Clinical Mental Health Counseling in the School of Counseling at Walden University, USA. He received his doctorate degree in Counselor Education & Supervision from Pennsylvania State University and has worked as a career, school, and mental health counselor and clinical supervisor. Brian’s career consultation and education work operates within the brand of Global Career Guy where he specializes in consultation, research, speaking, and training focused on how career development fosters mental health well-being, school engagement and social justice. He has worked in more than 50 countries and written more than four dozen publications and including the 12th Edition of *School to Career*, a career textbook for high school students and *International Practices of Career Services, Credentials, and Training Monograph*.

Tina Peterman, Ph.D., LPC, CCSCC, is a distinguished Professor at Portland State University, a Licensed Professional Counselor in Oregon, and a Certified Clinical Supervisor in Career Counseling. With over two decades of expertise as a Counselor Educator, her focus lies in Clinical Rehabilitation Counseling and School Counseling. Beyond academia, Dr. Peterman operates a private practice, offering identity-based supervision to career and mental health counselors who specialize in assisting individuals with disabilities or chronic illnesses. Her contributions extend to numerous publications in career counseling and disability studies, alongside a longstanding role on the editorial board of Career Development Quarterly. Dr. Peterman is passionate about training career development professionals globally to enhance support for clients with disabilities.

Application

Please use the following format to prepare your application and return it electronically as one (1) file attachment with your last name and “Clinical Supervision” in the title. Do not write or type on this page. Applications must be received by email transmission to mpowell@ncda.org for consideration. Although additional pertinent materials may be attached, key information listed below must be summarized on the application. See list

of criteria for acceptance. Please note: applications will be reviewed, and not all requirements must be fulfilled for acceptance.

Identifying information

Name, employer, address, phone, email. NCDA membership number (if member)

1. Education

- List all education beyond high school, including degrees earned, institutions attended and field(s) of study

2. Employment History

- List your current job title
- List total years of career development experience. A minimum of 2 years as a career development practitioner or supervisor of CDPs is required.
- List your total years of career practitioner supervision experience

Describe your related employment history and how it relates to the practice of career development, and/or training, and/or supervision of career practitioners. You may consider including these examples, along with the frequency of your participation. Respond to all that are applicable.

- Conducted individual/group sessions related to career development, employability
- Conducted staff training or continuing education workshops on career development
- Conducted courses/workshops in career planning
- Developed or delivered adult instruction or training on career development
- Developed career development resources
- Provided clinical or administrative supervision to career practitioners
- Delivered presentations and/or published books or training materials related to career development
- Any other pertinent experience

3. Credentials/Memberships

- List all licenses and/or certifications related to the field of career counseling
- List all memberships in professional associations involved in counseling, counseling psychology, social work, career development, vocational psychology, workforce development, administration and/or training.

4. Relevance and Commitment

Describe why you are interested in this training and how you intend to use the knowledge and skills gained from the successful completion of the Career Practitioner Supervision Training.

Applications must be submitted no later than May 1, 2025 for consideration. Return your application electronically as an attachment to mpowell@ncda.org. Application reviews will begin April 1.