

**Training and Education Council Solicitation and Application Form**

**\*\*Please consider applying for 1 open position on the TEC   
Applications will be accepted through April 20, 2025 (11:59 pm Eastern Time)**

**TO:** NCDA Master Trainers, NCDA Instructors, NCDA FCD/SCDA/CPS Completers, and NCDA Credential Holders

**FROM:** Mary Ann Powell, NCDA Special Projects Director

**SUBJECT:** NCDA Training and Education Council – ***Seeking Applicants for Open Position***

The National Career Development Association is seeking applicants to fill one open position on the NCDA Training and Education Council (TEC). Below is the NCDA Training and Education Council Application Form and supporting documentation.

The Training and Education Council is responsible for oversight and advisement of NCDA’s current training programs including Facilitating Career Development (FCD), Career Practitioner Supervision (CPS), and School Career Development Advisor (SCDA) and any such future training curricula approved by the NCDA Board.

Applications will be accepted until April 20, 2025 at 11:59 pm Eastern Time. The individuals selected for the TEC will be notified by May 12, 2025. We encourage individuals from diverse backgrounds to apply for these open positions.

The term of office for these open positions will require board approval and will begin October 1, 2025 through September 30, 2028. A required meeting is planned for October 2025 and February or March 2026 at locations to be determined. An additional meeting will be scheduled during the 2026 NCDA Global Career Development Conference in Minneapolis, Minnesota. The selected individuals will also be invited (but not required to attend) the TEC Meeting on June 17, 2025 prior to the 2025 NCDA Global Career Development Conference in Atlanta, Georgia. It is required that TEC members attend all meetings during their tenure. The TEC will also meet throughout the year via periodic conference calls.

We hope you will consider submitting your application to serve on the NCDA TEC. If you have any questions, please do not hesitate to contact Mary Ann Powell at (918) 663-7060 or email [mpowell@ncda.org](mailto:mpowell@ncda.org).

**National Career Development Association  
2025 Training and Education Council (TEC)**

The National Career Development Association is currently seeking applicants to serve on the Training and Education Council (TEC). The TEC is responsible for initiating new ideas, implementing those ideas and communicating with the specific group each member represents. Activities include travel to yearly meetings in October and February/March and attendance at the annual NCDA Global Career Development Conference, periodic conference calls, and communication via e-mail. TEC members are expected to serve on special projects and special work groups as needed.

The TEC consists of 8 individuals serving a minimum 3-year term. The following outlines the Training and Education Council and its rotation schedule.

The Council will be organized with 8 members familiar with the three current NCDA Training Programs:

* OPEN Facilitating Career Development Practitioner Representative

*3-year term; October 1, 2025 – September 30, 2028*

* School Career Development Advisor (SCDA) Training Representative

*3-year term; October 1, 2024 – September 30, 2027*

* At-Large Representatives  
  A total of three At-Large Registry Members representing various NCDA membership specialty groups and other areas of interest to the TEC

*3-year term; October 1, 2024 – September 30, 2027*

* Career Practitioner Supervision Training Representative

*3-year term; October 1, 2023 – September 30, 2026*

* Facilitating Career Development (FCD) Training Master Trainer Representative

*2-year term; October 1, 2023 – September 30, 2026*

* Facilitating Career Development Instructor Representative

*3-year term; October 1, 2023 – September 30, 2026*

***Terms:***

Each position will be a 3-year term. Each member may serve up to 2 consecutive 3-year terms (total of 6 years). After that time, a 5-year absence is required before one can reapply for the TEC.

**General Guidelines for Representatives**

Training Program Reps

* Must be a trainer or participant in appropriate NCDA Training Program.
* Member of the registry associated with the position; actively teaching the training program with thorough understanding of its competencies, protocols, and audiences.
* Must hold one or more NCDA credentials.
* Understanding and experience of group work and independently motivated to complete volunteer work as assigned.
* Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training).

At-Large Reps

* Must be a trainer or participant in at least one NCDA Training Program.
* Must hold one or more NCDA credentials.
* Must be familiar with NCDA Training Programs, competencies, protocols, and audiences.
* Understanding and experience of group work and independently motivated to complete volunteer work as assigned.
* Must be able to advocate and market associated training program (working information tables, conducting presentations, acting as SME for the training).

***Additional Liaisons***

* NCDA Board Member Liaison
* NCDA Staff Member

The Council application forms must be emailed, and date stamped by April 20, 2025 (11:59 pm Eastern Time) to be considered. Notifications will be sent to all applicants no later than May 12, 2025.

Additional comments and questions regarding the NCDA TEC can be directed to Mary Ann Powell, NCDA, 305 North Beech Circle, Broken Arrow, OK 74012, (918) 663-7060 or mpowell@ncda.org.

**National Career Development Association**

**Training and Education Council**

**Application Form – 2025**

Please complete this application form by April 20, 2025, 11:50 pm Eastern and return it to: NCDA, 305 North Beech Circle, Broken Arrow, OK 74012. Questions? (918) 663-7060; mpowell@ncda.org

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Selection Criteria**

To be eligible to serve on this Council you must meet one of the following criteria. Please provide appropriate documentation for each box checked. In addition to the information below, please include a resume or vita with your application form.

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| **Open Position**  \_\_\_FCD Representative | **Please Check All That Apply:**  \_\_\_Completer or Instructor of NCDA Facilitating Career Development Training Program  \_\_\_Completer or Instructor of an NCDA School Career Development Advisor Training  \_\_\_Completer of an NCDA Career Practitioner Supervision Training  AND  \_\_\_Current member of NCDA  \_\_\_NCDA Credential holder  \_\_CCSP  \_\_CCC  \_\_CMCS  \_\_CCSCC  \_\_CSCDA |
|  |  |

Please answer the following questions. Attach additional pages as needed.

The NCDA Training and Education Council will be involved in numerous projects during the year. As a potential NCDA TEC member, what are your professional interests and expertise? Please attach a short paragraph describing an accomplishment related to these professional interests.

\_\_ Policies and Procedures Development

\_\_ Online Learning

\_\_ Instructional Design

\_\_ Technology

\_\_ Promotion and Marketing of NCDA Training Programs

\_\_ Development of Curriculum or Training Materials

One of the identified goals of the TEC is to promote integrity and quality of NCDA training programs. How would your skills, interests, and ideas help meet this goal? Please limit your response to 2 - 3 paragraphs.

The TEC often works with revising and enhancing the curriculum. Describe your experience in instructional design, online learning, learning management platforms, or customized training. Please limit your response to 2 - 3 paragraphs.

Identify your top reason for wanting to serve on the TEC and the skill sets that you bring to assist us in our work.

**Additional Criteria. Check all that apply:**

\_\_\_Must commit to attend the NCDA TEC Meeting in October 2025 and February/March 2026 at a location TBD. (*Expenses will be reimbursed by NCDA)*

\_\_\_Must commit to attend the NCDA TEC Meeting held during the annual 2026 NCDA Global Career Development Conference (June 28 – July 2, 2026) held in Minneapolis, Minnesota. *(Expenses are not covered to attend this meeting*).

\_\_\_Must be willing and able to participate in periodic conference calls.

\_\_\_Must be willing to assume additional responsibilities identified by the TEC.

**Selection Process**

Qualified applicants will be selected for membership on the TEC based on their application forms. Notifications will be sent to all applicants no later than May 12, 2025.

***\*\*Submit entire application and documentation within 1 .pdf file. Multiple files will not be accepted.***