

2010 APPLICATION PACKET



The DCF is offered by the Center for Credentialing & Education, Inc. (CCE) in collaboration with ReadyMinds, the leading provider of Distance Career Counseling Training.

Individuals who obtain the Distance Credentialed Facilitator (DCF) title can effectively provide assistance to clients in the area of life career development and planning. They may also facilitate the fostering and maintenance of interpersonal relationships, but essentially in the context of helping clients to plan for and maintain successful functioning within the world of work. DCFs can offer their services via appropriate technology-assisted methods. They will seek supervision/consultation as required by the ethical standards that apply to distance credentialed facilitation and those standards that govern their professional scope of practice.

INCLUDED IN THIS PACKET

- Certification Requirements
- Recertification Requirements
- Application Form
- Fee Information
- Ethical Standards
- Areas of Competency

Visit www.readyminds.com for DCF training information



CENTER FOR
**CREDENTIALING
& EDUCATION**™

3 TERRACE WAY
GREENSBORO, NORTH CAROLINA 27403-3660 USA
TEL: 336-482-2856 * FAX: 336-482-2852
www.cce-global.org * cce@cce-global.org

The Distance Credentialed Facilitator (DCF) mark is a trademark of the Center for Credentialing & Education, Inc. (CCE).

CCE® and NBCC® are registered trade and service marks of the National Board for Certified Counselors, Inc.

The Center for Credentialing & Education, Inc. (CCE) values diversity.

There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.

What Is a Distance Credentialed Facilitator?

The DCF credential designates individuals working in a wide range of settings who have met the requirements set forth by the Center for Credentialing & Education, Inc. (CCE) and have satisfactorily completed the CCE-approved ReadyMinds training program. This credential sets the standard in the evolving practice of distance facilitation.

Distance facilitation is an interactive process to help clients in many areas, including business, career, finances, health and relationships. The client and facilitator are active collaborators for the purpose of meeting the client's needs. Distance facilitation practice is recognized as a valid and valuable approach to helping clients and staff. DCFs may serve as:

- Career center staff
- Career coaches
- Career development case managers
- Career group facilitators
- Employment/placement specialists
- Human resource personnel
- Intake interviewers
- Job search trainers
- Life coaches
- Mentors
- Social services personnel
- Occupational and labor market information resource persons
- Workforce development personnel and others

Inquiries

The application review process takes approximately four to six weeks from the date an application is received. When an application review is complete, CCE sends written notification of the status of the application. This notification is sent via postal mail. If additional documentation is required, the file is placed back into the queue for a second review when the documentation arrives. For this reason, it is best to include all required documentation with the initial application.

If you have specific questions regarding DCF certification, you can contact CCE at:

CCE
3 Terrace Way
Greensboro, NC 27403-3660
Tel: 336-482-2856
Fax: 336-482-2852
E-mail: cce@cce-global.org

Information is also available on CCE's Web site: www.cce-global.org

Application packets should be sent to:

**CCE
PO Box 77759
Greensboro, NC 27417-7759**

Obtaining a DCF Credential

Education and Credentialing Requirements

- Be fully certified in good standing as a Global Career Development Facilitator (GCDF)

-OR-

- Hold a master's degree in a helping professional field from a regionally accredited college or university, have successfully completed a graduate-level career development course, and be able to document 2,000 hours of career development or related experience. The career development course must meet current course content requirements as outlined below by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The career development course must include the following criteria: studies that provide an understanding of career development and related life factors, including career development theories and decision-making models; career, vocational, educational, occupational and labor market information resources, visual and print media, computer-based career information systems, and other electronic career information systems; career development program planning, organization, implementation, administration and evaluation; interrelationships among and between work, family, and other life roles and factors, including the role of diversity and gender in career development; career and educational planning, placement, follow-up and evaluation; assessment instruments and techniques that are relevant to career planning and decision-making; technology-based career development applications and strategies, including computer-assisted career guidance and information systems and appropriate World Wide Web sites; career counseling processes, techniques and resources, including those applicable to specific populations; and ethical and legal considerations.

Non-U.S. Degree Equivalency Note: Candidates who earned degrees outside the United States must have the degree(s) evaluated by an international transcript evaluation service and must submit the results to CCE with the application. CCE accepts evaluations completed by World Education Services, Inc., Educational Credential Evaluators, Inc., and American Association of Collegiate Registrars and Admissions Officers' Office of International Education Services.

Training Requirements

1. Eligibility Requirements: In order to be eligible to receive the DCF credential, candidates must complete the ReadyMinds Online Training Program, including appropriate quizzes developed and administered by ReadyMinds; and satisfy all eligibility requirements established by the CCE Board of Directors, including one of the educational requirements described above.
2. To enroll in the DCF training course, candidates must be fully certified in good standing as a GCDF or hold a bachelor's degree or higher. The DCF training is valid for a period of five years.

For information regarding the training, go to www.readyminds.com
or contact ReadyMinds at (888) 225-8248.

Application Fees

DCF Application Review Fee: **\$25 USD**

All fees are nonrefundable.

DCF Annual Renewal and Recertification

Annual Maintenance Fee

The annual maintenance fee for DCF certificate holders is \$35. Each year, annual fee notices are sent on June 15 and due by July 31. DCF certificate holders who do not receive an annual fee notification by July 1 should contact CCE right away. If CCE does not receive payment by July 31, the certification becomes inactive. When a certification becomes inactive, a reinstatement application, \$50 reinstatement fee, and full payment of past due balances are required.

Distance Credentialed Facilitators (DCF) Code of Ethics

As a DCF, you are responsible for reading, understanding and ensuring that your practice is consistent with the *DCF Code of Ethics*. The processing and adjudication of ethics complaints made against those certified as DCFs will be performed in accordance with the *CCE Ethics Case Procedures*. These documents are available for your review on the CCE Web site at www.cce-global.org.

Recertification

All DCF certificates expire on July 31, five years after the year of initial certification. At that time, certificate holders are required to recertify.

In order to recertify, DCF certificate holders must:

- Adhere to the *DCF Code of Ethics* at all times.
- Complete 20 hours of continuing education hours for every five years of certification. Fifteen of the 20 hours can be related to career development. At least five hours must focus on distance facilitation.
- Sign and return a statement attesting to having completed the required continuing education and following the *DCF Code of Ethics*. This attestation must be returned to CCE along with the fees due. Both must be received prior to the certification expiration date. CCE sends recertification notices with instruction via postal mail on June 15 of the year in which the certification is due to expire. This notification is sent along with the annual fee notice. DCF certificate holders who do not receive a recertification notice by July 1 during the year the certificate is due to expire should contact CCE right away. If CCE does not receive the signed recertification attestation and payment by the expiration date on the certificate, the certification will expire. When a certificate expires, a reinstatement application, \$50 reinstatement fee, documentation of 20 hours of continuing education, and full payment of any past due balance is required for reinstatement.
- Provide documentation of continuing education hours if selected for audit. Notification and instructions are included in the recertification notice for those DCF certificate holders selected for audit.



DISTANCE CREDENTIALLED FACILITATOR (DCF) CODE OF ETHICS

INTRODUCTION

The Distance Credentialed Facilitator (DCF) is a credential created to address the evolving practice of distance facilitation. This credential program, administered by the Center for Credentialing & Education (CCE), identifies qualified individuals performing life career development and planning services who have satisfied the established standards.

Regardless of any other affiliations, this DCF *Code of Ethics (Code)* applies to each individual credentialed by CCE as a DCF (credential holder) and each individual seeking the DCF credential (applicant). The *Code* is designed to provide both appropriate ethics practice guidelines and enforceable standards of conduct for all credential holders and applicants. The *Code* also serves as a resource for clients served by DCF credential holders and applicants (clients), with respect to such standards and requirements.

DCF credential holders and applicants have the obligation to maintain high standards of integrity and conduct; act in a manner that protects the welfare and interests of clients; accept responsibility for their actions; act in a manner consistent with accepted ethical and legal standards; continually seek to enhance their occupational capabilities; and practice with fairness and honesty.

SECTION A COMPLIANCE WITH LEGAL REQUIREMENTS AND CONDUCT STANDARDS

DCF credential holders and applicants shall:

1. Comply with all applicable laws and governmental regulations relating to occupational activities.
2. Refrain from conduct or behavior that is contrary to legal, occupational, or ethical standards or requirements.
3. Refrain from behavior involving dishonesty, fraud, deceit or misrepresentation.
4. Refrain from unlawful discrimination in occupational activities, including but not limited to discrimination based on age, race, gender, ethnicity, sexual orientation, gender orientation, religion, national origin or disability. Occupational activities include relationships with employers, clients and colleagues.
5. Avoid condoning, or engaging in harassment, including but not limited to deliberate or repeated unwelcome comments, gestures, or physical contact.

6. Maintain accurate and otherwise appropriate client records in accordance with applicable legal and occupational requirements.
7. Make appropriate disclosures and referrals to government agencies and employers when a client appears to be a danger or is otherwise unable to act safely concerning him/herself or others. Such disclosures or referrals shall be consistent with legal and occupational requirements.

SECTION B COMPLIANCE WITH CCE ORGANIZATIONAL POLICIES AND RULES

DCF credential holders and applicants shall:

1. Comply with all applicable CCE policies and procedures, including the DCF *Code of Ethics* and CCE *Ethics Case Procedures*, as amended or revised.
2. Provide accurate, complete, truthful representations and information to CCE, including, but not limited to information related to credentialing and renewal.
3. Maintain the security of confidential CCE information and materials, including but not limited to examination materials.
4. Cooperate fully with CCE concerning ethics matters, including but not limited to the collection of information.
5. Inform and support others regarding certification standards and responsibilities set forth in this *Code*.
6. Report an apparent violation of the DCF *Code of Ethics* by a credential holder or applicant based on reasonable and clear factual support.

SECTION C PERFORMANCE OF SERVICES AND OTHER OCCUPATIONAL ACTIVITIES

DCF credential holders and applicants shall:

1. Conduct all occupational activities responsibly and fairly with employers, clients, and colleagues.
2. Recognize the scope and limitations of their respective occupational abilities and qualifications, and provide services only when qualified. Each credential holder or applicant is responsible for determining the limits of his or her own abilities based on education, knowledge, skills, practice experience, credentials and other relevant considerations.
3. Maintain and protect the confidentiality of private or otherwise sensitive information obtained in the course of providing services unless the information is reasonably understood to pertain to an unlawful activity, a court or governmental agency lawfully directs the release of the information, or the employer or client expressly authorizes the release of specific confidential information.
4. Properly use occupational credentials, titles, and degrees; and provide truthful and accurate representations concerning education, experience, qualifications, competency and the performance of services.
5. Avoid occupational techniques that are harmful to clients. Each credential holder and applicant is

responsible for ensuring that the techniques used are consistent with clients' needs; consistent with clients' emotional, intellectual and physical capabilities; and shall inform clients regarding the purpose, application and results of the occupational techniques, assessments and strategies.

6. Obtain client's informed consent before initiating and throughout the duration of the service relationship. Each credential holder or applicant shall discuss the purposes, goals and nature of the distance facilitation relationship, as well as the limits of confidentiality and privacy.
7. Seek consultation with qualified professionals when necessary, and provide appropriate referrals when unable to provide appropriate assistance to a client and when terminating a service relationship.
8. Maintain appropriate agreements when providing supervision services. Each credential holder and applicant is responsible for ensuring that these agreements provide accurate and complete information regarding the supervisory relationship, including but not limited to supervision goals and expectations, evaluation processes and procedures, the preferred supervision model, the limits of confidentiality and privacy and applicable ethical and legal requirements.
9. Advise clients of the potential effects of receiving other assistive service providers throughout the course of the client relationship. In situations where the client is receiving services from other assistive providers, each credential holder and applicant must take reasonable steps to assist in coordinated service facilitation, and to maintain appropriate information release forms from the client or authorized representative.

SECTION D

AVOIDANCE OF CONFLICTS OF INTEREST AND THE APPEARANCE OF IMPROPRIETY

DCF credential holders and applicants shall:

1. Disclose to employers or clients significant circumstances that could be construed as a potential or real conflict of interest, or as having an appearance of impropriety.
2. Avoid conduct that could cause a conflict of interest related to, or which otherwise interferes with, occupational judgments regarding a client or employer. If such a circumstance is unavoidable, the credential holder and applicant shall take reasonable steps to resolve such conflict.
3. Avoid engaging in multiple relationships with clients. In situations where multiple relationships cannot be avoided, the credential holder or applicant must discuss the potential effects of the relationships with the affected client(s), and must take reasonable steps to avoid any harm to the client(s).
4. Avoid any sexual or romantic relationships with current clients. Credential holders and applicants shall not engage in sexual or romantic relationships with former clients for a minimum of two (2) years following the termination of the service relationship.
5. Refrain from offering or accepting significant payments, gifts, or other forms of compensation or benefits that are intended to influence occupational judgment.
6. Accurately, truthfully and completely acknowledge the intellectual property of others with respect to all activities.

Approved by the CCE Board of Directors: September 12, 2009
© 2009 Center for Credentialing and Education, Inc. (CCE)



Mail completed application packet and payment to:
 CCE
 PO Box 77759
 Greensboro, NC 27417-7759

Certification Application Form

PLEASE PRINT CLEARLY

1. First Name: _____
2. Last Name: _____
3. Home Address: _____
 City, State/Province: _____
 ZIP/Postal Code, Country: _____
4. Business Address: _____
 City, State/Province: _____
 ZIP/Postal Code, Country: _____
5. Home Phone: _____
6. Business Phone/Ext.: _____
7. E-mail: _____

FOR OFFICE USE ONLY
REF.#: _____
AMOUNT: _____
BATCH #: _____
DATE: _____

CCE may publish the certificant's name, location, and e-mail address on the DCF Web site and will be sending updates/correspondence via e-mail in the near future. Please check if you DO NOT want your e-mail address published.

8. Gender: *Male* *Female* 9. Date of Birth: _____
(mm/dd/yyyy)

10. How did you hear about the DCF credential? _____

11. Education/Degree (attach a copy of transcript(s)*):

Highest Degree Earned	Date Degree Received	Major	Attendance Dates mm/yyyy to mm/yyyy	Institution Name and City/State

12. Licenses/Certifications:

State	License/Certificate Type	License/Certificate Number	Issue Date	Expiration Date

13. DCF Training Program (attach a copy of the Letter of Recognition from ReadyMinds):

DCF Training Date (mm/dd/yyyy): _____

14. Career Development Graduate Course (not required for GCDFs):

Name of Course	Course Number	Credit Hours	Attendance Date(s) mm/yyyy to mm/yyyy	Institution at which course was taken

***Note: Fully and currently certified Global Career Development Facilitators (GCDFs) do not need to send copies of transcripts or licenses/certifications.**

15. Ethics Certification and Attestation (You must respond to each statement):

- | | | |
|--|------------------------------|-----------------------------|
| 1. I agree to give CCE written notice of any home or business address change within sixty (60) days. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. I understand and agree that I am obligated to report in writing any changes concerning my responses to this application to CCE within sixty (60) days. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. I agree to act in accordance with the Ethical Standards for Distance Credentialed Facilitators, CCE <i>Ethics Case Procedures</i> and CCE policies. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. I have specifically identified to CCE all professional and occupational licenses, certifications, registrations, or other credentials that I hold; and all memberships in professional and occupational organizations and associations. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. My past record is free of any charge or complaint related to governmental, regulatory or professional organizations. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. My past record is free of any charge or violation of any criminal or quasi-criminal act or civil litigation. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Note: Provide an accurate and complete explanation of the circumstances related to any “No” responses above and the final disposition(s) for matters related to Section 15, items 4, 5 and 6. Place the materials in a sealed envelope marked “ETHICS” and return with your application. Failure to provide required information may delay the processing of your application.

Applicant Certification and Agreement/ Release Authorization

I certify that the information provided in this application is accurate and complete to the best of my knowledge. I agree that CCE has the right to contact any person or organization in reviewing this application. I authorize the release of any professional information requested by CCE in reviewing this application. I further agree that CCE has the right to communicate with related occupational organizations about this application.

I understand that any certification granted by CCE does not entitle me to state licensure. I release CCE from all liability and claims arising from any occupational activity. I understand that CCE credentialing depends upon my fulfillment of all required criteria including compliance with the *DCF Code of Ethics*.

I agree to report within 60 days of my knowledge, the following matters related to me:

- Any formal charge, complaint or conviction related to a criminal, quasi-criminal or civil action;
- Any other charge or complaint by a regulatory or professional organization, including any corrective action(s) issued, related to my professional practice.

I understand that professional biographical data and credential data is considered to be public information. I further agree that for research and statistical purposes only, data resulting from my participation in the CCE credentialing process may be used. I understand that all application materials become the property of CCE and will not be returned.

In the event that my credential has a special sanction, I agree to comply with all directives of the CCE ethics office or the CCE Board of Directors.

Signature: _____ Date: _____

ORIGINAL SIGNATURES ONLY - COPIES WILL NOT BE ACCEPTED

Documentation Checklist

- I have enclosed all of the following materials with this application. (Please DO NOT mail items separately.)
- Completed Application Forms (page 8-9)
- Verification of Experience Form (page10) - not required for GCDFs.
- Copy of master’s degree transcript (see page 3) - not required for GCDFs
- Copy of transcript and course description verifying completion of a graduate-level career development course (see page 3) - not required for GCDFs
- Copy of ReadyMinds Letter of Recognition verifying completion of DCF Training (see page 3)
- Payment Voucher (page 11)



Mail to:
CCE
PO Box 77759
Greensboro, North Carolina 27417-7759 USA

Verification of Experience Form

This form is not required for applicants who are fully certified in good standing as a Global Career Development Facilitator (GCDF). It should be completed by the applicant's current or previous employer who can attest to the number of hours the applicant has spent in work directly related to career development tasks. When this form has been completed, it should be returned to the applicant to be submitted with his or her application packet.

Applicant's Name: _____

Request for Verification of Experience
TO BE COMPLETED BY APPLICANT

I have applied to CCE for certification as a Distance Credentialed Facilitator and am required to provide documentation of related career development experience. Please complete the Employer Verification Information below and return it to me. My application cannot be submitted without this form.

Applicant's Signature _____ Date (mm/dd/yyyy) _____

Employment Verification Information
TO BE COMPLETED BY EMPLOYER

This form verifies that _____ is/was employed in the position of _____ by this organization from the period of _____ to _____. I verify that _____ total hours (cumulative experience hours) were spent in the following career development or related tasks (list below):

Blank lines for listing career development or related tasks.

If a position description is attached, the supervisor must sign the attachment.

PLEASE PRINT

- 1. Supervisor's Name: _____
2. Supervisor's Job Title: _____
3. Supervisor's Agency/Institution: _____
4. Supervisor's Telephone Number: _____
5. Supervisor's Signature: _____ Date: _____ mm/dd/yyyy

DO NOT USE WHITE-OUT ON THIS FORM
Original signatures required

