

Application for Single Continuing Education Program Approval



CENTER FOR
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Application Information for GCDF Single Continuing Education Program Approval

Global Career Development Facilitators (GCDFs) are required to recertify at the end of a five-year period. During this period, they must accrue documentation of 75 contact hours of continuing education activities that meet guidelines established by the Center for Credentialing & Education (CCE). Documentation should be stored by the GCDFs and should not be mailed to CCE.

CCE reserves the right to monitor the programs and activities for which we have granted approval and to withdraw approval from any program or activity which does not meet the guidelines set forth in this document. No statement regarding the status of CCE approval may be placed on any advertising materials until written confirmation from CCE has been received.

Single program approval is active for a 12-month period after which a new application must be submitted.

Requirements for Approval

1. The program content must be directly related to one of the 12 approved GCDF competency areas.
2. The program must be held in an accessible, barrier-free location so that persons with disabilities are not excluded from attending.
3. The program must be geared toward professionals in the field of career development.
4. If the activity is self-help, there must be a component on how to pass the materials on to clients.
5. If the activity is a teleconference, it must be interactive.
6. The program must increase the participant's skill or knowledge of career development.
7. Trainers must be GCDF-certified or have commensurate training and experience that qualifies them to train GCDFs.
8. The application must be submitted no less than 60 days prior to the activity. Providers with printing deadlines should submit applications 60 days in advance of the deadline. Applications submitted less than 30 days prior to the activity will NOT be processed.

Approval Process

1. Complete the application form.
2. Submit a separate application and US\$50 fee (nonrefundable) for each program for which you want CCE approval.
3. Attach the vita or résumé for each trainer.
4. Attach a finished copy or rough draft of the flyer or brochure. If this is not available, submit a detailed description of the program.

After Approval

1. If approved, place the required statement on program materials.
2. After verifying attendance at the program, provide a certificate of completion for GCDFs with the contact hours and CCE approval reflected on the form.
3. After the completion of the program, submit a numerical summary of the evaluations submitted by the attendees.

SPECIAL REQUIREMENTS FOR HOME STUDY PROGRAM APPROVAL

Required Components for All Home Study Programs

- a learning instrument (examples include: book, tape, internet-based text, video)
- an assessment instrument (quiz, test, essay) to test exposure to the material
- an evaluation instrument (for assessing user satisfaction)
- an instruction sheet or page with clear information regarding how to obtain continuing education credit

Age of Materials

Program materials should not be more than six years old. If materials are more than six years old, the application must include a statement for review regarding the reason that the material is still relevant and valuable to career development professionals.

Quality of Program Materials

If the program has an audio component, the sound quality must be sufficient to be heard by the average tape/cd/dvd player or computer. Programs based on audio or video taped workshops must include all handouts and copies of overhead slides used in the live program. Programs that are self-published/produced must have professional quality print and appearance.

Web-based Programs

Internet/Web programs allowing electronic payment must utilize standard encryption programs to protect the buyer. Providers of these programs must also make provision to mail certificates of attendance to any buyer who does not have access to a printer.

What to Send to CCE

The provider must submit one complete sample of the home study program. Do not send rough drafts. CCE must see the finished product. For online programs, URLs and access code words are required so that the entire program and quiz may be reviewed.

Approved GCDF Competency Areas

1. Helping Skills - Basic career facilitating processes including productive interpersonal relationships
2. Labor Market Information and Resources - Labor market and occupational information and trends
3. Assessment - Both formal and informal career development assessments with emphasis on relating appropriate career development assessments to the population served
4. Diverse Populations - Studies covering the special needs of various groups and how to adapt services to meet their needs
5. Ethical and Legal Issues - Studies on the GCDF Code of Ethics and current legislative regulations
6. Career Development Models - Career development theories, models and techniques as they apply to life-long development, gender, age, and ethnic background
7. Employability Skills - Job search strategies and placement techniques, especially in work with groups
8. Training Clients and Peers - Preparing and developing materials for training programs and presentations
9. Program Management/Implementation - Studies covering career programs and their implementation and working as a liaison in collaborative relationships
10. Promotion and Public Relations - Marketing and promoting career development programs
11. Technology - The understanding and use of career development computer applications
12. Consultation - Accept suggestions for performance improvement from consultants and supervisors

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PLEASE TYPE OR PRINT CLEARLY

1. Title of continuing education program: _____
2. Training location(s): _____
3. Date(s) of training: _____
4. Sponsoring organization or individual and name of contact person: _____
5. Mailing address: _____

6. Daytime phone number: _____
7. E-mail address: _____
8. Number of clock hours of training: _____
9. Competency area(s) under which training falls: _____
10. Delivery method (classroom, distance, hybrid): _____
11. Target group: _____
12. Describe the facility in which the seminar will be delivered. Is the facility handicap accessible?

13. Describe your grievance procedures and refund policy if this information does not appear on your brochure. _____

14. Describe your procedures for verifying attendance and participation.

Attach the following with the application:

1. Payment voucher and US\$50 application fee.
2. A finished copy or rough draft of the brochure or flyer advertising the program (include learning objectives)
3. An outline that describes the content of the seminar
4. Vita or résumé of the trainers, which includes their training qualifications
5. A copy of the form used by participants for evaluating the program
6. A description of how comprehension of material will be assessed

