# NCDA_logo new website

*305 N. Beech Circle*

*Broken Arrow, OK 74012*

*918/663-7060*

*Fax: 918/663-7058*

*www.ncda.org*

Dear Master Trainer Candidate:

*\*Please note: This NCDA Master Trainer application form is also available at* [*www.ncda.org*](http://www.ncda.org)*, Professional Development, Training Programs, Facilitating Career Development.*

We welcome your application for the NCDA Master Trainer training in Phoenix, Arizona in June 2018. We encourage you to check your schedule as you must be present for all of face-to-face training:

* Monday, June 18 -- 8 am – 5 pm
* Tuesday, June 19 -- 8 am – 5 pm

You can expect to spend some time Monday evening working on assignments.

There are a few things that will be important for you to know as begin the application process.

* The closing date to submit your application is March 15th, 2018.
* It is reasonable to expect to hear from us by April 8th, 2018.
* In addition to what you are submitting with your application, you will need to complete and submit a number of assignments by May 22nd.
* We suggest you review the agreement section at the end of the application for requirements for a number of areas, including continuing education and accountability.

We look forward to your participation in this process.

Very best,

Master Trainer Workshop Team

**NCDA Master Trainer Application Packet and Form**

# APPLICATION FOR

# Master Trainer Workshop June 18-20, 2018

# Hyatt Regency Phoenix Phoenix, Arizona

Purpose: To select and train a highly selective small group of outstanding NCDA Instructors (in the US or outside the US with consultation of Executive Director of NCDA) to deliver high quality instructor trainings. This training will require extensive pre-training readings and resource development in conjunction with the latest NCDA Facilitating Career Development curriculum. Participants will receive daily feedback on their progress in the MT training program. If asked to, participants will be prepared to complete additional assignments at the conclusion of the three day training. Selected individuals must attend the entirety of the program without fail.

**Selection Criteria**

The following are the desired qualifications to apply to become a National Career Development Association (NCDA) Master Trainer. The selection process will include completion of the application packet. The selection group may also request:

* A video conferencing interview with the candidates
* A video of the candidate delivering career development training on one of the 12 competencies.

Master Trainer candidates must have education, a combination of education and career development experience, or equivalent career development experience to qualify. The following are examples of what a master trainer candidate will be asked to submit to qualify for the selection process. All artifacts will be submitted electronically in a portfolio style.

# Training and Instructor Experience Qualifications

1. Provide information to support 7-10 years of experience in training adults and be able to provide proof of excellent evaluations or a letter of recommendation from an administrator or other professional reference.
2. Describe experience in teaching the NCDA Facilitating Career Development course.
3. Provide information to support proof of instruction of a minimum of 5 hybrid NCDA Facilitating Career Development courses with a minimum of 5 participants in each course.
4. Provide access to elearning platform and course.
5. Describe any materials that the Master Trainer candidate has developed to assist with the Facilitating Career Development training.
6. Provide summary of evaluations from Facilitating Career Development trainings.
7. Presented on a career topic at a state or national conference in the last 2 years or have published an article on a career topic in a professional periodical in the last 2 years.

# Education/Career Development Experience Qualifications

1. Master’s or doctorate in a related area
   1. Relevant academic areas: Counseling (school counseling, clinical, VR), career, education (student personnel services, instructional design, curriculum development), Human Resources, Organizational and Workplace learning, Workforce education and development, Related Human Services areas (Social Work)
2. In lieu of minimal educational level, a minimum of 7 years of experience in instruction of NCDA Facilitating Career Development course, 5 or more years of experience in the delivery of career and coaching services at the management or director level, or 5 or more years of experience in instruction of other career courses.
3. Must be able to provide evidence of recent continuing education in career topics in the past 2 years.
4. Must hold applicable career development credentials/licenses/designations such as but not limited to:

Any of NCDA Career Credentials, Global Career Development Facilitator Credential, National Certified Counselor, National Certified Career Counselor, Licensed Professional Counselor (for a state), NCDA Fellow, IAWP PDP Master Credential, NAWDP Certification

1. Must be an NCDA trained Instructor and a member of the NCDA Instructor Registry. Applicant must meet all NCDA elearning instructor criteria.

# Career Knowledge

1. Must be able to describe their practical experience in each of the career development 12 competencies.
2. Must be able to describe their experience in the delivery of career services across different sectors (business, education, workforce, private practice) as a practitioner.
3. Provide evidence of continual learning in the career field (course development, material development, professional presentation, publications).

# Technology Expertise

1. Must demonstrate experience in delivering Facilitating Career Development and/or career courses through elearning using LMS.

Commitment

1. The Master Trainer candidate must provide a plan of how they will be using the NCDA Master Trainer certificate.

**Application Deadline: Monday, March 15, 2018**

## **NCDA Master Trainer Application Form**

**Registration Fee:** $1750 payable once you receive confirmation of acceptance into the Master Trainer Program. **Cancellation Policy:** Refunds will be given until May 15, 2018. No refunds will be issued after May 15, 2018.

**Location:** Hyatt Regency Phoenix, Phoenix, Arizona. Specific details will be provided with confirmation of acceptance into the Master Trainer Program.

*\*NCDA retains the right to cancel this workshop if there is not a minimum of 10 qualified attendees.*

Your application will seek you to define your qualifications in these areas:

* Training and Instructor Experience and Qualifications
* Education and Career Development and Knowledge Experience and Qualifications
* Technology Knowledge and Qualifications
* Outline your Plan
* Complete the MT Agreement
* Submit your Resume/CV

Demographic Information

|  |
| --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NCDA Instructor Registry Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone (Office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (alternative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Training and Instructor Experience and Qualifications

1. Describe your experience in training adults to support 7-10 years of experience.
   1. Include any training that you have done for career service providers. Identify format of training. i.e. traditional face-to-face, eLearning, or hybrid.
   2. Describe your practical experience in the delivery of career services across different sectors (business, education, workforce, private practice)
   3. Provide evidence of continual learning in the career field (course development, material development, professional presentation, publications)
2. Describe presentations that you have done in the past two years at conferences/conventions and publications you have published in the career field.
3. Describe materials that you have developed to use in training in the career field.
4. Describe your experience in the instruction of NCDA Facilitating Career Development training: hybrid and face to face.
   1. Describe any experience you have in teaching other noteworthy educational technology experience.
   2. Please provide an example of a lesson or unit supporting this experience.
   3. Provide evidence to support proof of instruction of a minimum of 5 hybrid NCDA Facilitating Career Development course with a minimum of 5 participants in each course.
   4. Provide access to elearning platform and course
   5. Provide a list and samples of materials developed to assist with FCD training.
   6. Provide a summary of evaluations from Facilitating Career Development trainings.

Education and Career Development and Knowledge Experience and Qualifications

1. List all education beyond high school, including degrees earned, institutions attended, and fields of study. Also include any practicum, internship, or supervised experiences. Submit copies of transcripts (unofficial transcripts will suffice).
2. Provide evidence of recent continuing education in career topics in the past 2 years.
3. List any career development credentials and licenses and the dates of receipt. Provide copies of each certificate. Also include your memberships and any leadership roles that you have/are fulfilling.
4. Provide the dates you completed your NCDA Instructor training and NCDA eLearning Instructor (if applicable) and the master trainer’s name(s).
5. Describe your experience in the career field to include delivery of career and coaching services at the management or director level or other career course instruction.
6. Describe your specific experience in each of the 12 competencies listed on the below page.
7. **Helping Skills** - Be proficient in the basic career facilitating process while including productive interpersonal relationships.
8. **Labor Market Information and Resources** - Understand labor market and occupational information and trends. Be able to use current resources.
9. **Assessment** - Comprehend and use (*under supervision*) both formal and informal career development assessments with emphasis on relating appropriate ones to the population served.
10. **Diverse Populations** - Recognize special needs of various groups and adapt services to meet their needs.
11. **Ethical and Legal Issues** - Follow the CDF code of ethics and know current legislative regulations.
12. **Career Development Models** - Understand career development theories, models, and techniques as they apply to lifelong development, gender, age, and ethnic background.
13. **Employability Skills** - Know job search strategies and placement techniques, especially in working with specific groups.
14. **Training Clients and Peers** - Prepare and develop materials for training programs and presentations.
15. **Program Management/Implementation** - Understand career development programs and their implementation, and work as a liaison in collaborative relationships.
16. **Promotion and Public Relations** - Market and promote career development programs with staff and supervisors.
17. **Technology** - Comprehend and use career development computer applications.
18. **Consultation** - Accept suggestions for performance improvement from consultants or supervisors.

Technology Knowledge and Qualifications

1. Demonstrate experience in delivering Facilitating Career Development training and/or career courses through elearning using LMS.
2. Using the chart below to indicate how you meet or exceed all NCDA Instructor elearning criteria. Master Trainers must be trained and experienced in the delivery of the curriculum via eLearning. It is critical that as a NCDA Instructor you have the basic skills listed below. Candidates must fulfill minimal abilities/experience in the following areas: **required technical skills, experience with** course delivery platforms and/or elements, and experience in online training.

Check each skill that you have…

* Logically and effectively navigate the Internet
* Guide others in the use of technology. Troubleshoot client issues
* Demonstrate confidence in technology troubleshooting abilities or have access to technology support
* Understand terms such as mouse, drag, open, select, file, choose, double click, download, upload, send, etc.
* Send, open, reply to, forward an e-mail message and attach documents or images to an email
* Use of cloud-based programs

What is your experience with the following types of course delivery platforms and/or elements?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No experience with this | Very little experience with this | Some experience with this | A lot of experience with this |
| Taking an online class |  |  |  |  |
| Teaching an online class |  |  |  |  |
| Blackboard |  |  |  |  |
| Moodle |  |  |  |  |
| Other Course Management Systems (CMS) – please list |  |  |  |  |
| Personal webpage |  |  |  |  |
| Creating a blog |  |  |  |  |
| Creating an online survey |  |  |  |  |
| Creating a discussion board |  |  |  |  |
| Creating a podcast |  |  |  |  |
| Creating a chat room |  |  |  |  |
| Importing audio and video into PowerPoint |  |  |  |  |
| Use of cloud-based programs |  |  |  |  |
| Creating a webinar |  |  |  |  |
| Use of Prezi |  |  |  |  |
| Use of screencast software |  |  |  |  |
| Other |  |  |  |  |

**Recommended Computer Equipment**

Place a check next to each piece of equipment that you own (or have regular access to)…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Stable, secure fast internet access |  | A secure, protected firewall |  | Media player |
|  | Own email account |  | Current operating system |  | Printer |
|  | Adobe Acrobat Reader |  | Word processing program |  | Audio capability |
|  | Sufficient memory (256MB Ram or more) |  | a secure backup system |  |  |

How would you rate your technical abilities?

* I’m able to do what I need to do with technology
* Others often come to me for help with technology
* High ability, plus I seek out new technologies on a regular basis

Commitment: Outline your Plans

1. List the Facilitating Career Development training sessions you have provided by beginning and end date, targeted audience, and how many students began the training and how many students completed the entire training session. Please specify how the course was deliver (entirely face to face or hybrid).
2. Describe how you intend to use the training from the NCDA Master Trainer workshop.

Submit a copy of your resume or CV.

**MASTER TRAINER AGREEMENT**

1. Complete the following agreement.

***If accepted into the NCDA Master Trainer workshop, I agree to the following:***

1. Inform NCDA of all NCDA Instructor Training sessions that I conduct.
2. Provide NCDA with a contact list of all participants who have completed the NCDA Instructor Training Workshop.
3. Select participants for instructor training who meet established NCDA instructor criteria and provide NCDA with appropriate documentation if requested.
4. Conduct NCDA Instructor workshops that cover the critical content of the NCDA Curriculum and that comply with the current NCDA Instructor workshop criteria and format.
5. Describe the NCDA Instructor and Program Registry to participants.
6. Describe the credentialing process at each workshop.
7. Abide by the NCDA Instructor Workshop Registration Fee established for all NCDA Master Trainers.

In order to be listed on the NCDA MT Registry, MTs must fulfill the following requirements.

Continuing Professional Development Requirements for MTs

MTs must provide evidence of continuing professional development in the field of career development. This development may be leadership or service in professional career organizations, publication of career related articles or materials, development of career workshops or curriculum, and innovations in delivery of career services.

Annual Reporting Requirements for MTs

Each MT will submit an annual report to NCDA covering these areas:

* Professional Development
* Training assessment & results
* List of Individuals and location of learners successfully completed NCDA Instructor training.
* Upon request, MTs may be asked to submit applications for NCDA Instructor training and copies of evaluation of learners’ work.
* Names of 2 learners who successfully became NCDA Instructors in the past year. NCDA may contact these individuals to complete a brief quality assessment survey.
* A copy of marketing materials in reference to NCDA Instructor training
* A description of the delivery of training
* Re-commitment to the MT Agreement

Annual MT Fee

In order to purchase the NCDA Instructor Materials, an MT must be listed on the NCDA MT registry. The annual fee is set by NCDA and provides MTs the opportunity to list their instructor classes on the NCDA website, in addition to purchasing the NCDA Instructor Materials. The current MT fee is $100 annually.

Training Assessment

Each MT will submit a copy of their training evaluation form along with aggregated results for the year. The MT Handbook will have a list of possible questions.

NCDA Ethics and MT Agreement

Each MT should be in compliance with NCDA Ethics and the MT Agreement.

***I agree to all conditions listed above if accepted into the NCDA Master Trainer’s Workshop.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this completed application form no later than Date to:**

Mary Ann Powell

National Career Development Association

305 N. Beech Circle

Broken Arrow, OK 74012

Phone: (918) 663-7060 Fax: (918) 663-7058

mpowell@ncda.org

# www.ncda.org