



**CAREER DEVELOPMENT FACILITATOR INSTRUCTOR
TRAINING APPLICATION**

SELECTION PROCESS and APPLICATION

Based on an individual’s background and credentials, the Master Trainer may want to request additional documents such as evaluations of training, videos of training/presentations, or copies of curriculum and materials developed for online training.

Selection for training is on a first-come basis and based upon the criteria outlined in each of the following sections:

Section One: Contact Information	
Name	
Institution/Agency	
Street Address	
City, State, Zip Code	
Phone	Home: _____ Cell: _____
Fax (if available)	
Email	
Company/Personal Website	
LinkedIn Page	

Section Two: Professional Work and Education Information including Career Development Experiences

Must fulfill **ONE** of the following **THREE** categories under **Professional Work and Education Information**

Master's or Doctoral degree in counseling with

- Coursework in career development, vocational assessment **AND**
- Practicum/internship with major career emphasis **AND**
- Minimum of three years of delivery of career development services (working with individuals or groups to assist them with career planning and seeking employment)

Master's degree in a field such as Human Resources Development, Psychology or Education with

- 5 years of experience in career development or delivery of career development services
- Recent continuing education related to career development
- Presentations and/or published books/training materials related to career development

Bachelor's degree in a field such as Human Resources Development, Psychology or Education with

- 5 years of experience in career development or delivery of career development services
- Recent continuing education related to career development
- Presentations and/or published books/training materials related to career development

Without the above stated combination of education and experience, the Career Development Facilitator Instructor candidate must have extensive career development background, training, knowledge, expertise, and experience.

A. Professional Work Experiences

Company	Job Title	Years in Job	Job Responsibilities

Additional Career Development Experiences:

B. Education Information

Degree	Institution	Major	Related Career Development Courses	Month and Year of Degree Completion

Additional Career Development Experiences (include training/certifications received)

<p>Section Three: Career Development Teaching and Training Experiences You Have Conducted</p>
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(Attach agendas, program outline, syllabus and evaluations, if available)

Must fulfill **ONE** of the following **THREE** categories:

- Has taught career-related counselor education courses at the college or university level **OR**
- Has taught career development courses at the college or university level **OR**
- Has conducted broad, in-depth, career development staff training within a corporate, school, or government setting
- **AND** has a minimum of 3 years of experience teaching/training adults

Date	Population	Topic	Modality (face-to-face, webinar, online, etc.)

Describe your experience in providing training to adults (post high school individuals):

Section Four: eLearning and Technology Skills

All Career Development Facilitator Instructors will receive training in the delivery of the curriculum via eLearning. It is critical that as a Career Development Facilitator Instructor you have the basic skills listed below.

Must fulfill minimal abilities/experience in the following areas:

- Required Technical Skills
- Experience with course delivery platforms and/or elements
- Experience in online training

Recommended Computer Equipment

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

Stable, secure and fast Internet access	A secure, protected firewall and a secure backup system	Windows Media or Real Player
Own email account	Audio capability	Printer
Adobe Acrobat Reader	Word processing program (MS Word recommended)	MS Windows XP or higher
Sufficient memory (256MB Ram or more)		

Required Technical Skills.

Check each skill that you have...

- Logically and effectively navigate the Internet
- Guiding others in the use of technology. Troubleshooting their 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				

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

Describe your experience in online training. Indicate whether you were a learner or instructor for this online training.

Which of the following describe your plans to deliver the NCDA Career Development Facilitator curriculum electronically?

- Deliver the course minimally online
- Deliver the course as a hybrid (some online, some face-to-face)
- Deliver the course as eLearning (with 24 hours minimum of face-to-face)
- Deliver the course via a course management system such as Blackboard, Moodle or something similar
- Deliver the course through a personal website
- Deliver the course primarily through e-mails
- I'm not sure at this point
- I plan on teaching only face-to-face

Conference Presentations (include evaluations, if available)

Conference	Date	Topic

Publications (include three, as attachments)

Publications	Title	Date

Training Materials Developed (include three, as attachments)

Training Material	Topic	Targeted Audience	Purpose/Use

Recent Continuing Education in the Career Development Field (Last Five Years)

Date	Location	Content	CEUs

Section Six: Statement of why you would like to receive this certification and how you plan to deliver the Career Development Facilitator training program.

This statement needs to be a minimum of 300 words and be very specific and descriptive of your plans to carry out Career Development Facilitator training. Please include the following information in answering this question:

- why you would like to instruct the curriculum
- methods of delivery (hybrid, face-to-face, eLearning)
- proposed dates
- location (city, state) – or general geographic area
- target audience