

CDF INSTRUCTOR TRAINING

November 5-7, 2006, Hyatt Regency, Santa Clara, CA

NOTE: This is the last CDFI training that will be offered for the \$750 rate. Rates go up to \$950 in all subsequent CDFI trainings.

WHAT IS A CAREER DEVELOPMENT FACILITATOR (CDF)?

The field of career development is growing, and so is the demand for well-trained, credentialed staff. Employees enhance their value by updating knowledge and skills critical to job performance and program success. The CDF credential was developed to provide standards, training specifications, and credentialing for these career providers. A Career Development Facilitator may serve as a career group facilitator, job search trainer, career resource center coordinator, career coach, career development case manager, intake interviewer, occupational and labor market information resource person, human resource career development coordinator, employment/placement specialist, school counselor, or a workforce development staff person.

ABOUT INSTRUCTOR TRAINING

The CDF Instructor training (CDFI) provides curriculum, networking, and guidance that will prepare you to teach the CDF program to others, so that they may acquire the knowledge and skills to qualify for international certification as a Global Career Development Facilitator through The Center for Credentialing and Education, Inc (CCE). CDFI's provide a valuable service helping others who work in career development: (a) gain skills and knowledge that can be applied immediately on the job, (b) gain recognition in the field of career development, (c) increase professional opportunities, (d) obtain eligibility for global certification, (e) network with regional career development practitioners, and (f) learn in a contextual learning environment.

CDF Instructors have an extensive background in all of the CDF competencies including career development, career assessment, occupational information, job-hunting, retention and career counseling, and have worked, taught, or trained adults in settings such as K - 12 education, community college, university, one-stop career center, career service agency or business and industry. Individuals who complete the instructor training qualify for the CDF Instructor Registry, maintained by the National Career Development Association (NCDA). CDF instructors are developing training programs in schools, colleges, community colleges, businesses, and state agencies. The Instructor training agenda follows the training developed by the Career Development Training Institute (CDTI) and approved by NCDA. Course content surveys the components of the curriculum. Instructors learn to teach the curriculum by practice teaching it and providing feedback to others. For information on the CDF and CDFI, view the NCDA web site, <http://www.ncda.org>.

This Career Development Facilitator (CDF) Instructor Training is co-facilitated by Roberta Floyd. (M.A. NCCC, LPC, CDF Master Trainer) and Sally Gelardin (NCC, Ed.D. International and Multicultural Education, CDF Instructor and Provider). The training is co-sponsored by the Career Planning and Adult Development NETWORK. Upon successful completion of the training, participants will be approved to teach a certifiable CDF class.

SELECTION PROCESS

Approximately 20 applicants will be selected to participate in the CDF Instructor Workshop. Participation does not necessarily guarantee CDF Instructor Certification. Minimum qualifications for selection to the Instructor Training include the following: (a) extensive career development work experience that includes teaching and training, (b) master's degree in counseling with coursework/practicum in career development/vocational assessment; or master's in closely related field such as HRD or psychology plus five years experience in career service delivery); (c) considerable experience in training adults; (d) a commitment to offering the CDF training. Professional contributions to the field of career development (e.g. presentations and/or books related to career development, teaching courses and/or conducting training for adults, recent continuing education experiences, will also be considered. If you do not possess a master's degree but you are a certified Career Development Facilitator, you may be considered.

TO APPLY

If you wish to apply for this CDF Instructor Training, email your application to sal@jobjuggler.net.

If your application is approved, you will then be notified and instructed to pay your registration fee \$750.00 no later than two weeks before the training, to secure your place in the training group. Payment may be made [online by credit card](#) or by check mailed to Sally Gelardin.

Refunds are available upon written request if received a month before the training, minus a \$75 processing fee.

Send applications to Sally Gelardin. You will be notified of the action taken on your application at least two weeks before the training. Email (preferable) /fax/mail your application. You may contact either of the following trainers for further questions or information:

Roberta Floyd
CDFI Master Trainer
rafloyd@earthlink.net
21395 Virginia Drive, Southfield, MI 48076
248.357.2426 (ph)

Sally Gelardin
sal@jobjuggler.net
170 Upper Via Casitas, Suite 6
Greenbrae, CA 94904

415.461.4097 (ph/fax), 415.312.4294 (cell)

APPLICATION FORMAT

To prepare your application, address all the topics below. Although additional pertinent materials may be attached, key information listed below must be summarized in the application.

- I. IDENTIFYING INFORMATION: Name
 Institution/Agency
 Address (street, apt. #, city, state, zip)
 Phone
 Fax
 Email

II. EDUCATION:

- * List all education beyond high school, including degrees earned, institutions attended; and field(s) of study
- * Did your education include a practicum/internship in career development? If it did, please describe the experience.
- * List your five most recent continuing education experiences in the career-development area. Include the dates, titles or descriptions, and number of contact hours.

III. WORK EXPERIENCE

- * List total years of career development experience. Minimum of 5 years required.
- * List current job title. Briefly describe how your current job includes the education and/or training of career services providers.
- * Briefly describe how your previous jobs have included the education and/or training of career services providers.
- * Indicate which of the following you have done:
Conducted individual/group career counseling sessions
Worked with career information resources
Conducted courses/workshops in career planning
Taught graduate counselor education courses
Taught courses in 2- or 4-year programs related to career and/or helping skills
Conducted continuing education workshops
Conducted staff training
Other pertinent experience.

IV. CREDENTIAL/MEMBERSHIPS

- * List all licenses/certifications related to counseling, career counseling, and career development.
- * List memberships and/or leadership experiences in professional associations involved in counseling, career development, and/or training.

V. PROFESSIONAL CONTRIBUTIONS

- * Describe presentations you have made at conference/conventions and publications you have written relating to career development or education/training.
- * Describe materials (client, program, training materials, journal articles) you have developed.

VI. COMMITMENT

- * Describe how you intend to use the training from the CDF Instructor Workshop or include a letter from your administrator or manager supporting you plan for training.