NC works | TRAINING CENTER

ncwtc@commerce.nc.gov

FACILITATING CAREER DEVELOPMENT

VIRTUAL TRAINING USING A NATIONALLY RECOGNIZED CURRICULUM



Facilitating Career Development (FCD) is a 120-hour fully virtual course focused on the skills and knowledge necessary to help others plan careers and obtain meaningful work.

Please review this information booklet prior to registration.

Information

What you need to know . . .	Page 1
2023 Course Schedule	Page 2
Format, Delivery, Instructors	Page 3
Course Competencies	Page 4
Certifications and Licensure	Page 5

For details and questions please email
ncwtc@commerce.nc.gov

What you need to know . . .

- **120-hour fully virtual course**: Uses online classroom, student presentations of work-force-related topics, and required work outside of the classroom. *See Page 2 (course schedule) for details.*
- **Online attendance required**: Review the course schedule to ensure you can attend all classroom meetings.
- **No make-up option for the initial 2 days** of the course. *If you miss these days you will be dropped.*
- **Make-up options for other days:** Available at the discretion of the instructor.
- **Supervisor's support:** Enlist the help of your supervisor to ensure you can attend all sessions and complete all assignments.
- **No fee:** Staff of **NCWorks Career Centers** and **NextGen** in North Carolina.
- **Fee for others: $600** in state/**$700** out of state when space is available; payable when invoiced.

ONLINE REGISTRATION REQUIRED @
www.ncworkforcetraining.com

2023 Course Schedule

This is a **120-hour fully virtual course**, with approximately 20 hours spent in the online classroom and 100 hours of independent work outside the classroom.

- Expect to spend approximately **7 hours per week** on the course to successfully participate and complete all assignments on time.
- For Session 4 (Fast Track): Time commitment increases to **12 hours per week** due to its accelerated pace. This session works best for teachers and those with light work schedules in the summer months.

Sessions 1 and 2 are open for registration - DEADLINE 12/16/22
@ www.ncworkforcetraining.com

Required virtual classroom attendance dates and times for each session are listed here. Each day listed requires your online attendance with a working webcam and microphone for full participation.

Session 1: January 24 - May 30, 2023

January 24, 2023 (9:00am-12:00pm)
January 26, 2023 (9:00am-12:00pm)
Alternating Tuesdays beginning Feb. 7 (3:00pm-4:15pm)
Graduation: May 30, 2023 (3:00pm-4:00pm)

Session 2: January 31 – June 6, 2023

January 31, 2023 (9:00am-12:00pm)
February 2, 2023 (9:00am-12:00pm)
Alternating Tuesdays beginning Feb. 14 (3:00pm–4:15pm)
Graduation: June 6, 2023 (3:00pm-4:00pm)

Additional sessions will open for registration 8-10 weeks prior to start date.

Session 3: **April 4-Aug 8, 2023**
Session 4: **June 14-Aug 22, 2023** (Fast Track Course with accelerated pace)
Session 5: **August 15-Dec 19, 2023**

Online registration required
@ www.ncworkforcetraining.com

Setting up your profile on this site adds you to our mailing list so you will receive announcements as new courses open.

Format, Delivery, & Instructors

Facilitating Career Development (FCD) is a 120-hour course focused on the skills and knowledge necessary to help others plan careers and obtain meaningful work.

Course Format & Delivery

- The course is available in a fully virtual format.
- You will be required to log in to the virtual classroom at scheduled times to participate in interactive group activities.
- The virtual classes require regular and frequent online meeting times with minimal flexibility.
- You need a working webcam and microphone at each session.
- Please ensure that you can attend as scheduled and mark your calendar.
- In addition, you will complete self-guided lessons via the student manual, participate in discussion boards, create and deliver a workforce-related presentation, and other activities assigned by your instructors.

Instructors

Since 1989, Lengel Vocational Services (LVS) has provided career and workforce development training to thousands of students in the US and internationally.



Beth Lengel, M.Ed., GCDF, CCSP, CWDP
Lengel Vocational Services

Beth has more than forty years of experience in career and workforce development, including instruction of the FCD course for more than sixteen years. Beth's goal is to expand lifelong learning opportunities through various modalities. She is committed to expanding the knowledge and empowering career development practitioners so they can prepare tomorrow's workforce.



Patrick Lengel, GCDF, CCSP
Lengel Vocational Services

Patrick's focus is on helping career development professionals live up to their full potential personally and professionally. As an FCD instructor, he seeks to combine theory and practicality to provide a real-world, transformational experience. Patrick, known for his humor and energy, grew up in workforce development having two parents who spent their life committed to the profession.

Course Competencies

The course uses the curriculum of the National Career Development Association (NCDA).

Core Competencies of FCD

1) **Helping Skills:** Be proficient in the basic career facilitating process while including productive interpersonal relationships.
2) **Labor Market Information & Resources:** Understand labor market and occupational information and trends. Be able to use current resources.
3) **Assessment:** Comprehend and use (under supervision) both formal and informal career development assessments with emphasis on relating appropriate ones to the population served.
4) **Diverse Populations:** Recognize special needs of various groups and adapt services to meet their needs.
5) **Ethical & Legal Issues:** Follow the NCDA Code of Ethics and the GCDF Code of Ethics and know current legislative regulations.
6) **Career Development Models:** Understand career development theories, models, and techniques as they apply to lifelong development, gender, age, and ethnic background.
7) **Employability Skills:** Know job search strategies and placement techniques, especially in working with specific groups.
8) **Training Clients & Peers:** Prepare and develop materials for training programs and presentations.
9) **Program Management & Implementation:** Understand career development programs and their implementation, and work as a liaison in collaborative relationships.
10) **Promotion and Public Relations:** Market and promote career development programs with staff and supervisors.
11) **Technology:** Comprehend and use career development computer applications.
12) **Consultation:** Accept suggestions for performance improvement from consultants or supervisors.

Specialty Topics

In addition to the core competencies, the student manual contains supplemental chapters on the following specialty areas:

- **Business Services and Employer Relations**
- **Clients who are Justice Involved**
- **Workforce and Career Development History**
- **Clients with Disabilities**
- **K-12 Students**

Certifications & Licensure

Upon successful completion of the Facilitating Career Development course, you may be eligible for the following optional certifications/licensures. Please direct your questions to these entities.

GLOBAL CAREER DEVELOPMENT FACILITATOR (GCDF)

GCDF is a globally recognized credential that acknowledges the education and experience of those working in career development occupations. Candidates must have successfully completed an approved FCD training program and meet specific educational and experience requirements.

For more information on the GCDF credential, the required documentation, and current fees:

CONTACT INFORMATION
Center for Credentialing and Education, Inc (CCE)
3 Terrace Way, Suite B; Greensboro, NC 27403
Phone: 877-773-7462
Email: cce@cce-global.org

CERTIFIED CAREER SERVICES PROVIDER (CCSP)

A Certified Career Services Provider (CCSP) is a person who has completed the Facilitating Career Development (FCD) course and works in any career development setting.

The credential is intended for providers offering career services in an array of roles and settings. Instructions for completing the application can be found **HERE**.

CONTACT INFORMATION
National Career Development Association
305 N. Beech Circle; Broken Arrow, OK 74012
Phone: 918-663-7060
Toll-Free: 1-866-FOR-NCDA or 866-367-6232
***central time zone*

NC DEPARTMENT OF PUBLIC INSTRUCTION (K-12) LICENSURE

For North Carolina public school licensure information:

CONTACT INFORMATION
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Danielle Rivenbark, CTE Professional Development Consultant, at danielle.rivenbark@dpi.nc.gov.