



# CDF

*Nationally Accepted Curriculum*  
*National Career Development Association*



## THIS BOOKLET INCLUDES:

- Frequently asked questions
- Detailed description of course
- Cost and payment information
- How to register
- Who should attend
- The benefits of attending
- Introduction of instructor
- Competencies obtained
- Certification & licensure information (GCDF & NCDPI)

**You are encouraged to read this booklet prior to registering for this course.**

# Student Information Booklet



**NC Works**  
training center

**REGISTRATION NOW OPEN!!**

Register at [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com)

For questions please contact Nona Stell at  
[nona.stell@nccommerce.com](mailto:nona.stell@nccommerce.com) or (919) 814-0331



# CAREER DEVELOPMENT FACILITATOR

# CDF

## Frequently Asked Questions

### WHAT IS CDF?

The Career Development Facilitator Program is 120 hours of course work, based on the nationally accepted curriculum of the National Career Development Association.

### HOW MUCH DOES IT COST?

\$525 for NC Workforce System (In State) and \$700 for Out of System (Out of State). Fee covers tuition and student manual. Students are responsible for their own lodging and travel expenses. *Full registration payment is due three weeks prior to the first day of class. The NCWorks Training Center does not offer payment plans or scholarships.*



### WHAT IS AN E-LEARNING HYBRID PROGRAM?

It's a mixture of online and face-to-face instruction and course work. This course requires 24 hours of face to face classroom instruction, 16 hours at the beginning of the course and 8 hours at the end of the course; 66 hours of distance learning and other web-based instruction; and 30 hours of independent study and project completion.

### WHERE IS THE TRAINING LOCATED?

The first two days and the final day of training are held at the NCWorks Training Center in Raleigh. *The in-person days are mandatory.* The remaining work is conducted individually and online.

### HOW LONG IS THE COURSE?

Each CDF course is completed in approximately 3 months. The exception is the Summer Session, which is offered in an accelerated format of 6 weeks.

### WHO SHOULD ATTEND?

Course is open to the public and is especially beneficial for these groups: NCWorks Career Centers; WIOA Programs; Employment Services; Community Colleges; Public Schools; US Military Transition Teams; Community Based Organizations; Vocational Rehabilitation; Social Services; University Student Services; HR Professionals; Career Development Organizations.

### WHAT'S IN IT FOR ME?

The benefits of the CDF credential include: national recognized and portable training, marketable skill development and enhancement, professional recognition, eligibility for GCDF, and Clarification of Scope and Practice.



#### Facilitator:

Beth Lengel,  
M.Ed., GCDF,  
CWDP

Lengel Vocational  
Services

Beth has more than 40 years of experience in career and workforce development. She began her career in the vocational rehabilitation field working in NC, AL, and SC for state rehabilitation programs before starting Lengel Vocational Services, Inc. in 1989. Her organization provides staff development and training services nationwide with an emphasis on Career Development Facilitation. Beth and her husband, Frank, are national CDF Instructors for the National Career Development Association. Her goals are to expand lifelong learning opportunities through online and distance learning courses and to provide services outside the workforce and education arena.





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## Competencies Attainment Includes:

NCDA Career Development Facilitator Training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work.

As a CDF participant, you will receive training in each of the 12 career development competencies.



To learn more about the CDF Competencies visit

[www.ncda.org](http://www.ncda.org)

1. **Helping Skills** - Be proficient in the basic career facilitating process while including productive interpersonal relationships.
2. **Labor Market Information and 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 and 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 and 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.





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## *Certification & Licensure Information*

Upon successful completion, a certificate is issued by the NCWorks Training Center. This certificate enables you to apply for the national Global Career Development Facilitator (GCDF) credential through the Center for Credentialing and Education (CCE).



### **NCDPI Licensure:**

A representative of the NC Department of Public Instruction (NCDPI) will visit the class at the beginning and end of the course to share the eligibility and licensure requirements as well as information about the 10-Hour Induction.

For additional information, please contact Amy Schroeder, CDC Education Consultant, at 919-807-3937 or [amy.schroeder@dpi.nc.gov](mailto:amy.schroeder@dpi.nc.gov), or Shannon Baker, Special Populations Education Consultant, at 919-807-3872 or [shannon.baker@dpi.nc.gov](mailto:shannon.baker@dpi.nc.gov)

### **GLOBAL CAREER DEVELOPMENT FACILITATOR (GCDF)**

Recognizes the education and experience of those working in career development occupations. Candidates must have successfully completed an approved Career Development Facilitator training program and meet specific educational and experience requirements. To qualify for the national GCDF, you must verify your completion of a recognized CDF course and document that you meet one of the following combinations of education and experience:

- Graduate degree + 1 year of experience
- Bachelor degree + 2 years of experience
- 2 years college + 3 years of experience
- High school diploma / GED + 4 years of experience

For more information on the GCDF credential, the required documentation or current fees please visit the [Center for Credentialing and Education](#) website.

#### **Licensure:**

Center for Credentialing and Education, Inc (CCE)  
3 Terrace Way, Suite B  
Greensboro, NC 27403  
(877) 773-7462  
[cce@cce-global.org](mailto:cce@cce-global.org)





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**Thank you for your interest in this course.**

**We hope you  
will come  
grow with us!**



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[nona.stell@ncommerce.com](mailto:nona.stell@ncommerce.com) or (919) 814-0331.

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