**NCDA COMMITTEE REPORT**

**TRAINING & EDUCATION COUNCIL (TEC)**

**March 15, 2024**

**Council Chair:** Chair-Elect Kelly Pierce, [kpierce@nd.gov](mailto:kpierce@nd.gov); Pamela Ehlers, pam.ehlers@okstate.edu

**Council Members:** Mark Danaher, Keri Aaver, Craig Ratzlaff, Edna Davoudi  
Craig Bryant

**Board Liaison:** Jim Peacock

**Committee Activities to Date:**

* **FCD Instructor and Student Manual Update –** The NCDA FCD Student and Instructor Manual revision was finalized and distributed to all members of the NCDA FCD Instructor Registry beginning in early December. The new 5th Edition of the curriculum has received many positive comments. The new curriculum is now available in both hard copy and electronic copy on the NCDA Career Resource Store.
* **School Career Development Advisor** – An RFP for the update and revision of the SCDA Training Program was released in November 2022. We selected the team of Dr. Amber Manning-Oullette and Franciene Sabens to update the curriculum. They have started on the update process and the first draft of the curriculum was reviewed by TEC members in July. Comments were returned to the authors and writing continues. The project is scheduled to be completed and new manuals available for purchase in February 2024. Rollout of curriculum is contingent on Credentialing Commission’s date to launch new process for certifying the credential. **UPDATE:** The SCDA curriculum is now complete. We are awaiting the final pricing structure to post the new curriculum online. An online meeting with existing SCDA instructors is scheduled for March 28. Once that meeting is complete, instructors can begin offering the new SCDA course. We also anticipate many new instructors will be trained by existing SCDA master trainers beginning this spring.
* **Quarterly webinars for FCD-I**: Chapter 12 Best Practices was January 24. Chapter 13 Best Practices webinar is scheduled for April 24. Attendance has been excellent at these webinars but are trying to get more instructors to submit best practices. All previous webinars are on the NCDA instructor site for viewing on-demand. Best Practices webinars will continue throughout the summer and fall.
* **Certified Clinical Supervisor of Career Counseling (CCSCC) –** An RFP for updating this curriculum was releated to NCDA membership. The TEC has discussed the future of the training/credential process and work continues with the Credentialling Commission (TEC-CC Work Group) to streamline the processes through which members access the credential (or become trainers of the curriculum for that credential). We believe the updated curriculum can be more inclusive and cater to a broader audience of members if we focus on the supervision of career professionals in settings that do not require clinical counseling skills (higher education, workforce centers, etc.) The RFP was release October 1 and the project is scheduled to be completed in 2025. **UPDATE:** The new editors were selected and have begun the process of updating the curriculum. Proposals were reviewed in accordance with TEC Policies and Procedures. Dr. Tina Peterman and Dr. Brian Hutchison were selected as the newest editors.
* **TEC participating in volunteer activity during conference.** TEC members will once again monitor the FCD exhibit table during the 2024 NCDA Global Conference. TEC members have provided coverage at this table for previous conferences. This is a tremendous opportunity for TEC members to discuss the NCDA Training Programs with many conference attendees. TEC members also conducted a CCSP networking meeting and an FCDI/MT meeting.
* **NCDA Collaboration with Mathematica.** NCDA in collaboration with Mathematica is currently in stage 2 of this FCD Pilot Training. The training has been conducted by Jim Peacock, Mark Danaher and Windie Wilson. The study is reviewing the effectiveness of Career Navigators that receive the FCD training to improve their skills in working with adult learners. The pilot project will continue through early 2025**. UPDATE:** The project is ongoing.
* **On-going Collaboration and Discussions**. Numerous discussions have taken place with organizations/companies, in the U.S. and abroad, desiring to expand their career development opportunities. These ongoing discussions have led the TEC to discuss the many aspects of working in an international market. We will continue to discuss but anticipate requesting Board approval for International TEC members or international colleagues to assist in the important NCDA training program work that continues worldwide.
* NCDA Handbooks for all NCDA Training Programs. The TEC spent considerable time reviewing the NCDA FCD Preceptor Master Trainer, Master Trainer, Instructor Training and Instructor Handbook during their 2024 spring meeting. The newly reorganized and updated FCD handbook will serve as a blueprint for the SCDA and the Career Practitioner Supervision handbook. The updates bring consistent processes and language to the NCDA training programs which is important for quality control.

**Projected Plan/Work Completed**

* Finalize SCDA curriculum and begin promoting SCDA courses, SCDA instructor training and the CSCDA credential.
* Continue work with the editors of the Career Practitioner Supervision Training Program.
* Develop plan to market the FCD Curriculum and Credentialling process – particularly in the international market.
* Work with NCDA Lobbyist, to expand awareness of the Facilitating Career Development training program and NCDA credentials.
* Explore development of partnerships with affiliate programs to promote training programs.