



National Career
Development
Association

The NCDA Credentialing Commission is seeking applicants to fill three open positions to serve the constituents for the [Certified School Career Development Advisor \(CSCDA\)](#), the [Certified Master of Career Services \(CMCS\)](#), and the [Certified Supervisor of Career Practitioners \(CSCP\)](#). The ideal candidate would hold the same NCDA credential linked to the credential role for which they are applying and would have an understanding of the basic tenets of assessment creation and evaluation.

The Commission is currently involved with several projects, including assessing the performance of key credentials as well as promoting the work of the Commission nationally and internationally.

Your Work as a Commissioner:

1. The Commission meets remotely 6-10 times per year, along with meeting at the Global Conference yearly. Generally, one additional face-to-face meeting is planned, often in conjunction with one of NCDA's Career Practitioner Institutes. All travel-related expenses for the meeting at the Global Conference will be the responsibility of each Commission member. NCDA pays travel to the Career Practitioner Institute. It is required that Commission members attend all meetings.
2. Commission members are responsible for working on Commission issues as well as overseeing the area that they represent.
3. Commission members spend a considerable amount of time working on related projects outside of meeting times, and work to (a) research and gather credible information, (b) advance special projects, (c) develop drafts of policies and procedures, and (d) serve on work groups related to the Commission's mission, functions and needs.

Representatives must meet the qualifications for the credential and will serve a 3-year term: October 1, 2025 – September 30, 2028.

Selection Process

Qualified applicants will be selected for membership on the Commission based on their application forms. The selection team will most likely also schedule a video conferencing interview session with you. Once selected by the Commission, your appointment must be approved by the NCDA Board.

Additional comments and questions regarding the NCDA Credentialing Commission can be directed to Charlie Raphael, Director of Credentialing, craphael@ncda.org.

The application form can be found below. **Applications will be accepted until September 1, 2025.** Applications must be received by this date to be considered. We encourage individuals from diverse backgrounds to apply for these open positions.

**NCDA Credentialing Commission
Application Form**

Please complete this application form by **September 1, 2025**, and return it to Charlie Raphael, Director of Credentialing, craphael@ncda.org.

Name _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Selection Criteria

Please provide appropriate documentation as indicated below and include a resume or vita with your application form.

1. Describe why you have interest in serving on the Commission and the skill sets that you bring to working with a team.
2. Describe how you meet the criteria for the position you are seeking.
3. Describe your involvement in NCDA.
4. Outline how you actively use career development skills in your work.
5. Please describe your professional interests and expertise as it relates to the open position for which you are applying. For SCDA and CSCP commissioners, be specific about your school and supervision interest/expertise.

Additional Criteria. Check all that you commit to:

- Must be a current NCDA member.
- For the ideal candidate that holds a credential, must maintain that credential.
- Must commit to attend the Commission meetings during appointed term that are not held at the NCDA Global Conference (*Expenses will be reimbursed by the Commission*)
- Must commit to attend the Commission meeting held during the NCDA Global Conference during appointed term. (*Expenses are not reimbursed by the Commission*)
- Must have strong MS Word, MS Excel, MS PowerPoint, Internet research and web based conferencing skills.
- Must be willing and able to participate in remote meetings monthly.
- Must have access to and effectively communicate using email and video conferencing systems.
- Must be willing to assume additional responsibilities identified by the Commission.