**NCDA COMMITTEE REPORT**

**TRAINING & EDUCATION COUNCIL (TEC)**

**September 1, 2023**

**Council Chair:** Dirk Matthews, [dirkwmatthews@gmail.com](mailto:dirkwmatthews@gmail.com); Chair-Elect Kelly Pierce, [kpierce@nd.gov](mailto:kpierce@nd.gov)

**Council Members:** Mark Danaher, Keri Aaver, Pam Ehlers, Craig Ratzlaff, Edna Davoudi  
Craig Bryant, starting October 1

**Board Liaison:** Carolyn Jones

**Committee Activities to Date:**

* **FCD Instructor and Student Manual Update –** A full update of the Revised 4th Ed. of the Instructor and Student Manuals is currently in progress. Human Solutions is coordinating the update. The TEC provided and FCD Instructors provided reviews and suggestions for each chapter. The TEC is reviewing each chapter as updates are made. All chapters have now been reviewed and are in the final editing stage. The curriculum is scheduled to be completed and ready for distribution in fall 2023.
* **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.
* **Quarterly webinars for FCD-I**: Chapter 8 Best Practices was February 9; Chapter 9 Best Practices was April 12; Chapter 10 Best Practices was June 7; and Chapter 11 Best Practices was August 23. 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) -** A draft RFP for updating this curriculum has been developed and scheduled to be released to NCDA membership once the budget has been approved. 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. Anticipated RFP release is October 1 and the project is scheduled to be completed in 2025.
* **TEC participating in volunteer activity during conference.** TEC members monitored the FCD exhibit table during the 2023 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.
* **NCDA Collaboration with New Hampshire Department of Health and Human Services.** An RFP was sent to U.S. based FCD Instructors. An agreement was signed with NHDHHS and instructors were selected. Training started in early May and was completed in August 2023. FCD Completers are currently preparing for the CCSP assessment.
* **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 include, but are not limited to: King Saud University, Qatar Finance and Business Academy, Country of Georgia, Walmart, Orange.com, Loyal Source, Education Entity India, Azerbaijan, and multiple universities throughout the U.S.

**Projected Plan/Work Completed**

* Continue work with Human Solutions to finalize the update of the FCD Curriculum.
* Continue work with curriculum writers working on the School Career Development Advisor Training Curriculum.
* Finalize RFP for the Career Practitioner Supervision Training Program update, select authors and begin update of this training program.
* Develop plan to market the FCD Curriculum and Credentialling process.
* Work with Juan Mejia, 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.