Your Partner in Credentialing!

Moving Ahead in 2018
Enhancing the Value and Quality of Our Competency Based Credentials
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Our Mission
To serve the general public and the career services community by using NCDA standards and ethics for defining roles in the field of career services and recognizing those who demonstrate and maintain a high level of professional competency.

Commitment | Competency | Certification

Our Vision
Committed to providing global leadership in competency-based credentialing for career professionals.

The National Career Development Association (NCDA) is the recognized leader in developing standards for the career development profession, for the provision of training curriculum and programs, and for the evaluation of career focused materials and resources.

MEMBERSHIP DRIVEN and FOCUSED

Getting the Right Players

* In January 2017, following eight months of information research and review by a NCDA Board appointed work group, NCDA joined other trade associations that uphold standards for their own professions by credentialing people who have the skills to fill specific roles within their field. The NCDA Board resolved to set up and fund an initiative, thus the NCDA Credentialing Commission was born. The Commission is charged with developing, implementing and supporting credentialing programs for a variety of roles in the career field.
WHAT IS A CREDENTIAL?

* A credential is generally issued by a 3rd party with authoritative power and is proof of individual's qualification or competence in a given subject. To sit for a credential, an individual must possess certain requirements: a set level of education, experience or a combination of both.

TWO COMPONENTS OF CREDENTIALS

1. TRAINING and/or EDUCATION – these standards are specifically defined by credential. You will have to document that you have successfully completed this training or education. For NCDA, the training is based on competencies.

2. DEMONSTRATION OF YOUR KNOWLEDGE – here you will show HOW you have used, are using, or can apply knowledge. For NCDA credentials, this demonstration is based on competencies. You may be asked to demonstrate your knowledge through documentation of your EXPERIENCE or through an ASSESSMENT.

How will the Commission's Credentials Differ from Existing/Past Credentials?

* NCDA believes the complexity in our field needs to be recognized by a variety of high quality credentials. NCDA has determined that setting up its own credentialing body will allow NCDA’s standards and ethics to be upheld most effectively.

* We believe that competency-based credentials provide a high level of consumer confidence. Those career professionals holding an NCDA credential will have met rigorous standards set by NCDA, the recognized leader in the career development profession.

1st STEPS

* Initially an Organizing Committee was formed with the purpose of:
  * Creating the structure for credentialing
  * Determining the format and structure of the initial credentials
  * Determining the Commission’s operation (software, developing, testing, piloting credentials, reviewers, marketing, budgeting, continuing education, fees)
  * Board direction recommended 1st credentials – loosely based on NCDA constituency groups
1st STEPS
- Initial team members chosen by Board
- Organizing Committee funded (about $50,000) and reported to Board
- As of Mary 2018 nearly 500 credentialed people!

BUDGETING
- Commission is funded through the Board – although our income by credentials is tracked separately. We set a yearly budget for Board approval.
- Expenses
  - NCDA Staff (operations administrator and director of credentialing)
    - Both part-time positions
    - Director hired October 2017; operations administrator hired March 2017
  - Software contract: $15,000 yearly with some additional programming costs
  - Meeting expenses - about $8,000 - $10,000 per meeting. We meet 2x per year and once at conference (expenses not covered for conference meeting).
  - Website development costs
  - Attorney costs

SCOPE OF AUTHORITY
- Figuring out scope of authority takes time and discussion – and after 2 years is still ongoing. Implementation and changes in Board composition and organization structure mean these discussions will continue.
- Board must approve any new credential.
- Board must approve our budget.
- A new entity (Training and Education Council) will take over continuing education development and administration and requests concerning alternative curriculum pathways to a credential
WHO DOES WHAT: INTERNAL

- Size of credentialing group?
- What will be the initial credentials?
- What is the funding, for how long?
- How will the credentials be developed?

WHO DOES WHAT?

- Ongoing as the initiative creates other needs and relationships are defined and redefined.
- In the beginning and evolving,
- Reporting lines and accountability to Board: when, how.
- Lots of meetings with key stakeholders to communicate and continue to evolve

WHO DOES WHAT?

- Extensive volunteer effort – built from the ground up largely by volunteers!
- We estimate the volunteer hours during development (pre implementation) to be about 8000 hours of work among a team of about 5 volunteers!

WHO DOES WHAT?

- Liaison from Board to Credentialing Group? Who? How long?
  - Now with a Director position, Director reports directly to Board.
  - Board liaison currently is past president (1 year)
- Important to build relationship with Board president and president elect
- Board and key stakeholder education -- ongoing at all levels all the time
- Developing our message as it continues to change:
  - Initially: Why?
  - Then: How?
  - Now: How and Progress?
GETTING THE RIGHT PLAYERS

- Carefully considering who are the team members – skills, commitment, knowledge
- Membership as a whole were invited to apply for positions and selected by the Board
- We initially began with a “Task force/Organizing Group” and then moved to a Commission.
- When we moved to a Commission, we re-structured slightly.

GETTING THE RIGHT SIZE

- We intentionally kept the group small - one Commissioner per credential. Credentials with fewer than 25 applicants per year were the responsibility of one Commissioner.
- We use small “project or task” groups for particular needs. These groups are formed for a particular task and then disbanded when that task is finished.

GETTING THE RIGHT SIZE

- Examples of Task/Project Groups
  - Start up on a new credential – SME’s
  - Criteria
  - Reviewers
  - Assessment
  - Grading rubrics
  - Training
  - Managing pilots and process of pilots

GETTING THE RIGHT SIZE

Further examples
- International considerations
- Marketing
- CE/CEUs format and development
- Software selection and development
PRE-IMPLEMENTATION PRIORITIES

• Selection of software platform
• Development of application information (excluding assessment portion)
• Creating, testing, piloting the assessment portion of the credential
• Creating, testing, and piloting grading rubrics for assessment portion
• Development of policy and procedures for credentials

THE DEVELOPMENT OF THE CREDENTIALS

• Members of the Commission were selected based upon their professional background in the field of career development (education, training, experience, service, and current credentials).
• The Commission has thoroughly researched and developed six credentials. Each of the credentials contain an assessment component referred to as either work samples or real world scenarios.
• Each scenario in the assessment portion of an application is scored by a highly experienced professional who has earned the credential being applied for by the candidate.

What is a “Blind Review”?  

• When the applicant’s work samples and/or scenarios are transferred to the “review” phase, the appointed reviewer will not have access to core identifying information on the application.
• This process is meant to address any potential bias on the part of a reviewer.

What Happens if applicant doesn’t Pass?  

• Those who do not pass their first attempt may retest with new assessment items within one month.
• If the retest is also unsuccessful, the applicant must wait one year to reapply.
**PRE-IMPLEMENTATION PRIORITIES**

- Recruiting, training, and monitoring reviewers for each credential
- Developing credentialing website and communications: FAQs
- Developing procedures and policies: Fast track? Appeals?
- Answering questions!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

**WE CONTINUALLY LEARN**

- By questions we are asked... And we’re asked a lot!
- Then responding... 
  - Study Guides
  - Frequent revision of website
  - Frequent revision of message
  - Frequent revision of specific marketing and informative powerpoints

**PRE and CONTINUING: RESEARCH**

- External organizations – what are like organizations doing?
- Standards:
  - National Commission for Certifying Agencies is an independent nongovernmental agency that accredits professional certification in a variety of professions. The NCCA’s Standards for the Accreditation of Certification Programs, which were created in the mid-1970s, were the first standards developed by the credentialing industry for professional certification programs.
  - Institute for Credentialing Excellence (ICE) is a professional membership association that provides education, networking, and other resources for organizations and individuals who work in and serve the credentialing industry. ICE is a leading developer of standards for both certification and certificate programs, and it is both a provider of and a clearing house for information on trends in certification.

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NCDA CREDENTIALS

- Built upon the quality and ethical standards of NCDA.
- NCDA upholds distinct competencies and domains of practice for our members. These are the building blocks of the credentials.
- NCDA offers a "one stop" platform to earn and maintain your credential.
- NCDA continues to research, develop and endorse high quality continuing education activities.

1ST YEAR IMPLEMENTATION PRIORITIES

- Learning and fully using software. Developing back up trained staff. Prioritizing limitations with software
- Tweaking application information (excluding assessment portion)
- Improving, testing, and piloting grading rubrics for assessment portion
- Recruiting, training, and monitoring reviewers for each credential

1ST YEAR IMPLEMENTATION PRIORITIES

- Revising credentialing website and communications: FAQs
- Developing internal procedures.
- Marketing – a major challenge!
- Answering questions!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Credentials Offered by the Commission

- Certified Career Services Provider™ (CCSP)
- Certified Career Counselor Educator™ (CCCE)
- Certified School Career Development Advisor™ (CSCDA)
- Certified Career Counselor ™ (CCC)
- Certified Master of Career Services™ (CMCS)
- Certified Clinical Supervisor of Career Counseling™ (CCSCC)
- Certified School Career Development Advisor™ (CSCDA)

Introduction to Credentialing

- Commitment – Competency – Certification

Credentials & Application

The application process is easy. Please check the certification section for the required steps.

- Certification of Career Counselor (CCC)
- Certification of Career Counselor Educator (CCCE)
- Certification of School Career Development Advisor (CSCDA)
- Certification of Clinical Supervisor of Career Counseling (CCSCC)
**Certified Career Services Provider™ (CCSP)**

The Certified Career Services Provider™ (CCSP) credential is intended for providers offering career services in an array of roles and settings, such as advisors, coaches, workforce practitioners, facilitators, trainers, recruiters, and resume writers. An applicant will need to demonstrate competency aligned with the current 12 competencies addressed by NCDA's Facilitating Career Development curriculum.

**Certified Master of Career Services™ (CMCS)**

The Certified Master of Career Services™ (CMCS) is intended for individuals who can successfully document the completion of a minimum of a Bachelor's degree (any major/discipline) and 7 years of full-time (44,000 hours) work experience OR a Master's degree (or higher) and 5 years of full-time (30,000 hours) work experience. The work experience used to satisfy this application requirement must be in the field of career services/development.

**Certified Career Counselor ™ (CCC)**

The Certified Career Counselor ™ (CCC) credential is intended for a career counselor with an advanced degree (master's, educational specialist or doctoral level) in counselor education, counseling psychology or closely related counseling degree, engaged primarily in a career counseling practice or other career counseling related services. The Certified Career Counselor credential recognizes two important factors in training and experience, including both counseling and a specialization in career development, theory and practice.

**Certified Clinical Supervisor of Career Counseling™ (CCSCC)**

The Certified Clinical Supervisor of Career Counseling™ (CCSCC) credential is intended for individuals who serve as clinical supervisors to career counselors and other practitioners who provide career services.
Certified Career Counselor Educator™ (CCCE)

The Certified Career Counselor Educator™ (CCCE) is intended for counselor educators whose primary focus is on the career development aspect of counselor preparation.

Certified School Career Development Advisor ™ (CSCDA) In Pilot

The Certified School Career Development Advisor ™ (CSCDA) is intended for providers who work in the K-12 sector and work to ensure students are prepared for meaningful work and high-demand careers. Individuals will work with other staff to coordinate the design, implementation, and monitoring of school and community based efforts to improve the chances of students entering the job market with skills, knowledge, and credentials to be competitive.

How do I find Continuing Education Relevant to Career Development?

Currently Under Development by the Commission

- College/university courses
- Seminars, workshops, conferences & webinars (designing or presenting)
- Seminars, workshops, conferences, & webinars (attending)
- Publications (writer or editor)
- Self-study programs
- Career Development Curriculum Author
- Service: Participation as a Leader in an NCDA Committee, Commission, State, Regional, or affiliate CDA, or Group

Note: Any CE activity claimed, must be within the realm of Career Development.
The Credentials have been approved by the U.S. Dept. of Labor to be included in the Certification Finder on www.Careeronestop.org

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Thank you for your attention! QUESTIONS?

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