# SCHOOL CAREER DEVELOPMENT ADVISOR (SCDA) INSTRUCTOR TRAINING APPLICATION National Career Development Association [www.ncda.org](http://www.ncda.org), phone: (918) 663-7060, fax: (918) 663-7058

**Dates:**March 1, 3:30 – 4:30 pm EST  
March 8, 3:30 – 5:30 EST  
March 22, 3:30 – 5:30 EST  
**Cost:** $1,200. Includes the cost of the SCDA Student Manual. Payable to NCDA.

**SELECTION PROCESS and APPLICATION**

Based on an individual’s background and credentials, the Master Trainer may want to request additional documents such as evaluations of training, videos of training/presentations, or copies of curriculum and materials developed for online training.

**Selection for training is on a first-come basis** and based upon   
the criteria outlined in each of the following sections:

**Section One: Contact Information**

|  |  |
| --- | --- |
| **Name** |  |
| **School/Institution/Company** |  |
| **Street Address** |  |
| **City, State, Zip Code** |  |
| **Phone** | Home: Cell: |
| **Fax (if available)** |  |
| **Email** |  |
| **Company/Personal Website** |  |
| **LinkedIn Page** |  |

**Section Two: Facilitating Career Development (FCD) Experience**

**You must be a member of the NCDA Instructor Registry and 3 years of career development work experience in the K-12 setting.**

|  |  |
| --- | --- |
| **Master Trainer’s name** |  |
| **Year of Instructor Training** |  |
| **How Many Courses Have You Taught Approximately?** |  |
| **Typical Audience Served in Your Course?** |  |
| **When Did You Hold Your Last FCD Course?** |  |
| **On Average, How Many Students Are in Your Courses at a Time?** |  |
| **How Is Your Course Delivered?** |  |
| **How Do You Conduct the Face-to-Face Meetings for the FCD?** | Circle: In Person Online using Zoom/Skype Other: |
| **Are You Comfortable with Teaching Online?** | Circle: Yes or No |
| **Do You Hold a CCSP Credential?** | Circle: Yes or No |

**Section Three: K-12 Student Experience**

You must have a minimum of 3 years of experience working with, training, consulting, or teaching youth in the K -12 age range. This is done either within the context of your job connecting youth to the outside business community or in a separate job connecting youth and businesses.

Examples of these types of K-12 experiences include training, consulting, teaching in a K-12 setting, Career and Technical Education (CTE), or as a school counselor.  This includes people who work with youth outside of the K-12 system including but not limited to programs such as WIA/WIOA, Adult Education, Outward Bound, Parks and Recreation, Junior Achievement and other programs serving youth in a K-12 age range.  Please duplicate this page if you need to list out more experiences.

**A. Professional Youth Work Experiences**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Job Title** | **Years in Job** | **Type of Youth Served** |
|  |  |  |  |
| **Job Responsibilities – Please Describe Your Work with Youth** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Job Title** | **Years in Job** | **Type of Youth Served** |
|  |  |  |  |
| **Job Responsibilities – Please Describe Your Work with Youth** | | | |
|  | | | |

**Additional Youth Career Development Experiences:**

**Section Four: Business Development/Connection Experience**

You must have a minimum of 3 years of experience connecting business with youth-related programs and students. This is done either within the context of your job connecting youth to the outside business community or in a separate job connecting youth and businesses.

Examples of these types of experiences could be setting up and running an advisory board and job shadowing to summer youth employment or other types of experiences. This is done within your job of connecting students to jobs, job shadowing, apprenticeships, internships, industry tours, career speakers, rotaries, chamber of commerce or other type of activities, employers, agencies or events to connect the student to the work world. It is very important for an SCDA Instructor to share and pull from their experiences as we help others begin this work of connecting Schools/Institutions/Companies with Businesses in their local community to help students be successful. Please duplicate this page if you need to list out more experiences.

**A. Youth Business Related Work Experiences**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Program** | **Date** | **Type of Youth Served** |
|  |  |  |  |
| **Objective and Outcome of these Program – Please Describe Your Work in Connecting Businesses and Youth** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Institution/Company** | **Program** | **Date** | **Type of Youth Served** |
|  |  |  |  |
| **Objective and Outcome of these Program – Please Describe Your Work in Connecting Businesses and Youth** | | | |
|  | | | |

**Additional Business Development Experiences:**

**Section Five: Professional Career/Business Development Contributions**

(Memberships, Conference/Workshop Presentations, Publications, Training Materials Developed, Continuing Education)

**Professional Contributions**

* Has done presentations/workshops at conferences or within organization and written articles, blogs or publications related to school career and business development or training
* Has developed materials (client, program, training materials)
* Has participated in recent continuing education in the career development field

**Memberships**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Dates** | **Involvement** |
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**Conference/Workshop Presentations** (include evaluations, if available)

|  |  |  |
| --- | --- | --- |
| **Conference/Workshop** | **Date** | **Topic** |
|  |  |  |
|  |  |  |
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|  |  |  |

**Articles/ Blogs/ Publications** (include three, as attachments or links, if available)

|  |  |  |
| --- | --- | --- |
| **Articles/ Blogs/ Publications** | **Title** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training Materials Developed** (include three, as attachments – required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Material** | **Topic** | **Targeted Audience** | **Purpose/Use** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Recent Continuing Education in the Career or Business Development Field (Last Five Years)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Content** | **CEUs** |
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**Section Six: Statement of why you would like to receive this training and how you see yourself contributing to this program and carry out the delivery of the School Career Development Advisor (SCDA) Facilitator training program.**

This statement needs to be a minimum of 300 words and be very specific on how you see yourself contributing to the School Career Development Advisor (SCDA) training. Please include the following information in answering this question:

* Why you would like to instruct the curriculum?
* What experiences you bring to the training that will add value in teaching the curriculum?
* Who you see benefiting from this training?

Applications should be completed and returned to Mary Ann Powell at [mpowell@ncda.org](mailto:mpowell@ncda.org).   
Questions or comments may be directed to Mary Ann Powell at [mpowell@ncda.org](mailto:mpowell@ncda.org),   
phone: (918) 663-7060, fax: (918) 663-7058.