# EVALUATION OF NCDA INSTRUCTOR CANDIDATES

TRAINEE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MASTER TRAINER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This evaluation encompasses the learning objectives of the training. Indicate how the trainee has satisfied the learning objective.

|  |  |  |
| --- | --- | --- |
| **Learning Objective** | **Modality for verification** | **Indicate completion, any required remediation, and comments**  |
| 1. Define and describe the 12 competencies on which the Facilitating Career Development training program is based. Identify how and where each of the 12 competencies is taught and evaluated in the most recent version of the curriculum.
 |  |  |
| 1. Demonstrate knowledge and ability to teach the content in each chapter of the Facilitating Career Development Curriculum.
 |  |  |
| 1. Demonstrate personal competence in training skills by covering two different chapters of the Facilitating Career Development curriculum in a minimum of a 15-minute presentation of each chapter.
 |  |  |
| 1. Demonstrate an understanding of how to develop and deliver the NCDA-approved portions of Facilitating Career Development training via eLearning. Have knowledge of and ability to set up a course management system of their choice.
 |  |  |
| 1. Demonstrate knowledge and ability to teach the helping skills component of the curriculum both face-to-face and online.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Learning Objective** | **Modality for completion** | **Indicate completion, any required remediation, and comments**  |
| 1. Describe and demonstrate the Facilitating Career Development scope of practice as it relates to assessment, both formal and informal.
 |  |  |
| 1. Define and apply knowledge about the ethics and scope of practice of individuals completing NCDA’s Facilitating Career Development course.
 |  |  |
| 1. Evaluate Career Development Facilitator students' mastery of all competencies.
 |  |  |
| 1. Describe ways in which the Facilitating Career Development curriculum can be modified and expanded by an instructor to meet the identified and specific needs of the audience.
 |  |  |
| 1. Develop a plan to promote and deliver a Facilitating Career Development course.
 |  |  |
| 1. Articulate the process by which to join and maintain certification on the NCDA Instructor and Program Registry administered by NCDA.
 |  |  |
| 1. Describe processes used to obtain certification for the Certified Career Services Provider and Global Career Development Facilitator.
 |  |  |
| 1. Describe current CCE requirements for certification of Career Development Facilitator Instructors.
 |  |  |