

NCDA CREDENTIALING

BY-LAWS



NCDA

National Career
Development
Association

NCDA Credentialing Commission | 2nd Edition – June 2023

Bylaws by the NCDA Credentialing Commission

Purpose of NCDA Credentialing Commission:

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 recognize those who demonstrate and maintain a high level of professional competency.

Specifically, the Commission exists to:

1. To establish and maintain certification of career services practitioners.
2. To establish and maintain global certification in cooperation with practitioners or practitioner bodies; to seek and foster international cooperation with other organizations, both public and private, which relate to and promote professional career development and to collaborate with such organizations in matters of common interest and benefit.
3. To establish standards of certification that are evidenced in certification and recertification requirements.

Relationship to NCDA

- We will use NCDA standards and ethics, and change as they change.
- We will be under the NCDA By-Laws Article IX “Committees, Councils and Other Working Groups”. As a Commission under this Article, the NCDA Board may review our charge and function.
- An annual report will be provided at the end of each fiscal year. The Commission will report on its progress and activities regularly to the Board. The Board liaison will report back to the Board frequently.
- NCDA created the NCDA Credentialing Commission in January 2017. From April 2016 – December 31, 2016, the Commission operated as the credentialing task force.

Structure of the Commission

The Commission will have these roles/positions:

- Credential representatives – The Commission will have a representative of each credential where the expectation is that 25 or more people will apply for the credential annually. One representative will be chosen to represent the remaining credentials with < 25 applicants per year. Commissioners will be considered knowledgeable of the content of the credential they represent. The Commissioners will be the point of contact for content or appeals concerning their representative credential. In addition, Commissioners will be expected to participate in the management and oversight of the work of the Commission.
 - a) Current credentials as of June 2023 are
 - Certified Career Services Provider (CCSP)
 - Certified Career Counselor (CCC)
 - Certified Master of Career Services (CMCS)
 - Certified Clinical Supervisor of Career Counseling (CCSCC)
 - Certified School Career Development Advisor (CSCDA)

b) The Commission will consider other potential credentials and/or credentialing partnerships as needed.

- Chair
- Chair-elect
- Ad Hoc Member-at-Large (non-voting)
- Board Liaison - appointed by the Board President annually (non-voting)
- NCDCA Management staff (determined by NCDCA Executive Director): Director (voting)
- Other work may be accomplished by NCDCA management staff, advisory members or task forces that may be established for a specific project or need. Reviewers for each credential may also serve in an advisory capacity. Advisory members or task forces will work through a Commission member and will not have voting status on the Commission.

Commissioner Terms

Terms for Commissioners

- Terms for credential representatives will be for 3 years
- Commissioners can serve 2 consecutive terms.
- After a break in term, a Commissioner can apply again.
- The term for the Ad Hoc Member-at-Large will be for 1 year, renewable annually for up to 3 years.
- Beginning October 1, 2019, the chair will serve a single 1-year term. The chair-elect will serve a 1-year term in that role and then the following year become chair of the Commission. An individual applying for chair-elect may or may not have immediately served 2 consecutive terms as a credential representative.

Selection, Resignation, and Removal of Commission Members

Selection of NCDCA Credentialing Commissioners, Chair, and Chair-Elect

- NCDCA will announce Commission vacancies and solicit applicants.
- The Commission elects its own chair and chair-elect as outlined in the Policy and Procedures handbook.
- The Commission will vet, interview, and select a new Commissioner, chair, and chair-elect. The names of these individuals will be sent to the NCDCA Board for approval.

Resignation of NCDCA Credentialing Commissioners, Chair, and Chair-Elect

- Any Commissioner may resign at any time by giving written notice to the Chair at least 30 days prior to resignation.
- Such resignation shall take effect at the time jointly agreed to by the Chair and Commissioner no sooner than 30 days from time of written notice.

Removal of Commission Members

Any commissioner may be removed by a two-thirds vote of the commission at any regular or special meeting at which a quorum is present.

Vacancies

Upon the resignation or removal of an officer, the commission shall elect a successor to complete such officer's unexpired term if the commission decides this is necessary. Commission shall present successor to NCDA Board for approval.

Meetings and Operations of the Commission

The Commission will meet as deemed appropriate by its members to carry out the work of the Commission. This may include in-person and virtual meetings. A schedule of meetings will be developed and included in the Policies and Procedures Manual.

In addition to observance of NCDA standards and ethics, general operations of the Commission will be guided by Policies and Procedures Manual maintained by the Commission. This document shall be reviewed and updated as necessary or on a periodic basis.

Changes to the Bylaws

Changes to the Commission bylaws shall be approved by a majority vote of the Commission. Commission members should be apprised of recommended changes at least 2 weeks in advance.