The NCDA Credentialing Commission is seeking applicants to fill an open position on this Commission to serve the constituents for the [Certified Career Counselor (CCC)](https://www.ncdacredentialing.org/aws/NCDA/pt/sp/credentialing_ccc) credential. The ideal candidate would be a counselor with a background and experience in career development and who holds a current NCDA CCC credential. Additionally, the Commission would prefer someone with an understanding of the basic tenets of assessment creation and evaluation.

The Commission is currently involved with several projects including assessing performance of key credentials as well as promoting the work of the Commission nationally and internationally.

**Your Work as a Commissioner:**

1. The Commission meets remotely 6-10 times per year along with meeting at the NCDA Global Conference yearly. Generally, one to two additional face-to-face meetings are planned, often in conjunction with a meeting of the NCDA Board of Directors and the Training and Education Council. All travel-related expenses for the meeting at the Global Conference will be the responsibility of each Commission member. Travel to additional in-person meetings are paid by NCDA. Commission members are expected to attend all meetings.
2. Commission members are responsible for working on Commission issues as well as overseeing the area that they represent.
3. Commission members spend a considerable amount of time working on related projects outside of meeting times, and work to (a) research and gather credible information, (b) advance special projects, (c) develop drafts of policies and procedures, and (d) serve on work groups related to the Commission’s mission, functions and needs.

**Representatives must meet the qualifications for the credential and will serve a 3-year term: November 1, 2024 – September 30, 2027.**

# Selection Process

Qualified applicants will be selected for membership on the Commission based on their applications and a possible video conferencing interview session with the selection team. Once selected by the Commission, your appointment must be approved by the NCDA Board.

Additional comments and questions regarding the NCDA Credentialing Commission can be directed to Charlie Raphael, Director of Credentialing, craphael@ncda.org.

The application form can be found below. **Applications will be accepted until October 31, 2024.** Applications must be received by this date to be considered. We encourage individuals from diverse backgrounds to apply for these open positions.

**NCDA Credentialing Commission**

**Application Form - 2024**

Please complete this application form by **October 31, 2024** and return it to Charlie Raphael, Director of Credentialing, [craphael@ncda.org](mailto:craphael@ncda.org)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Selection Criteria

**Please provide appropriate documentation as indicated below and include a resume or vitae with your application form.**

1. Describe why you have interest in serving on the Commission and the skill sets that you bring to working with, as well as overseeing, a team.
2. Describe how you meet the criteria for the position you are seeking.
3. Describe your involvement in NCDA.
4. Outline how you actively use career development skills in your work.
5. What are your professional interests and expertise as it relates to career counseling and career counselors?

**Additional Criteria. Check all that you commit to:**

* Must be a current NCDA member
* Must commit to attend the Commission meetings during appointed term that are not held at the NCDA Global Conference (*Expenses will be reimbursed by the Commission)*
* Must commit to attend the Commission meeting held during the NCDA Global Conference during the appointed term. *(Expenses are not reimbursed by the Commission)*
* Must have strong MS Word, MS Excel, MS PowerPoint, Internet research and web-based conferencing skills.
* Must be willing and able to participate in remote meetings monthly.
* Must have access to and effectively communicate using email and video conferencing systems.
* Must be willing to assume additional responsibilities identified by the Commission.