

Recertification Guidelines

To be recertified, GCDFs must document a total of 75 clock hours of continuing education during each five-year certification period. Of the 75 clock hours, at least 60 clock hours must match at least one of the 12 competency areas described on page 2 of this document. The remaining 15 clock hours can either fall within at least one of the 12 competency areas or be continuing education activities that are relevant to a GCDFs work but do not fit within the 12 competency areas. Each activity must be recorded on the GCDF Continuing Education Log. **Documentation should not be sent to CCE unless it is requested as part of a mandatory audit.** If you are selected for audit, CCE will review your continuing education documentation for acceptability. In addition, GCDFs must follow the GCDF Code of Ethics and pay the \$25 annual maintenance fee.

Approved Methods for Earning Clock Hours

Regulations and Limitations Governing Clock Hours and Documentation

1. COLLEGE OR UNIVERSITY COURSES – No limit.

Courses may be audited. A transcript, grade report or verification form is required for documentation.

One (1) Semester Credit..... 15 clock hours

One (1) Quarter Credit..... 10 clock hours

2. SEMINARS, WORKSHOPS OR CONFERENCES – No limit.

A certificate, verification form or letter verifying attendance is required for documentation.

3. PUBLICATIONS & PRESENTATIONS – 15 clock hours total.

Publication Activities – Limited to articles in refereed journals, a chapter in an edited book, or a published book. The article, chapter or book must be directly related to career development. Articles, chapters and books may count as no more than 15 continuing education clock hours for the author. A copy of the cover page of the article or book is the required documentation for publication credit. For a chapter in an edited book, include a table of contents.

Presentations – Must be to peers and cover at least one of the 12 GCDF competency areas. Presentations can only be used once in a five-year period and only actual presentation time may be counted. A letter from the sponsor or a copy of the official event program stating your name, the presentation title, and the duration and date of the presentation are required documentation.

4. HOME STUDY PROGRAMS – No limit.

Must meet all continuing education guidelines set forth in this document. A certificate from the home-study company is the required documentation.

5. GCDF INSTRUCTOR – 18 clock hours.

GCDF Instructors can earn a maximum of 18 clock hours of continuing education per five-year recertification cycle for teaching a GCDF training course.

6. GCDF CURRICULUM AUTHORS – 18 clock hours.

GCDF Curriculum Authors can earn a maximum of 18 clock hours of continuing education per five-year recertification cycle for developing a new CCE-approved GCDF curriculum.

GCDF Competency Areas

1. **Helping Skills** – Basic career facilitating processes, including productive interpersonal relationships
2. **Labor Market Information and Resources** – Labor market and occupational information and trends
3. **Assessment** – Both formal and informal career development assessments, with emphasis on relating appropriate career development assessments to the population served
4. **Diverse Populations** – Studies covering the special needs of various groups, as well as how to adapt services to meet those needs
5. **Ethical and Legal Issues** – Studies on the GCDF Code of Ethics and current legislative regulations
6. **Career Development Models** – Career development theories, models and techniques as they apply to lifelong development, gender, age and ethnic background
7. **Employability Skills** – Job search strategies and placement techniques, especially in work with groups
8. **Training Clients and Peers** – Preparing and developing materials for training programs and presentations
9. **Program Management/Implementation** – Studies covering career programs and their implementation, and working as a liaison in collaborative relationships
10. **Promotion and Public Relations** – Marketing and promoting career development programs
11. **Technology** – The understanding and use of career development computer applications
12. **Consultation** – Accept suggestions for performance improvement from consultants and supervisors

Additional Continuing Education Guidelines

- A clock hour is defined as one hour of actual participation in a continuing education activity, exclusive of breaks, lunches and so forth. One (1) Continuing Education Unit (CEU) is equivalent to 10 clock hours.
- Activities taken exclusively for the purpose of self-help are not eligible. In order to qualify for credit, a portion of the activity must focus on methods for disseminating the learned techniques to clients.
- Teleconferences must feature an interactive format in order to qualify for recertification. Interactive teleconferences are those that provide the opportunity for participants to communicate directly with the instructor or that have a facilitator present at the conference site.

How to Determine if an Activity Meets CCE Continuing Education Requirements

The following checklist will assist you in determining if an activity meets CCE continuing education guidelines and can be used for GCDF recertification. In order for an activity to qualify as continuing education, you must be able to answer “ yes” to the following questions:

- ❖ Does the activity fall within one of the six approved methods for earning clock hours?
- ❖ Does the content of the activity fall within at least one of the 12 GCDF competency areas?
- ❖ Is the activity geared toward professionals in the field of career development?
- ❖ Does the activity enhance your role as a career development facilitator?
- ❖ If it was a teleconference, was there an opportunity to interact with an instructor or facilitator?
- ❖ Was the activity completed during the current five-year certification period?
- ❖ Does the provider of the training have formal education or credentialing in the content area addressed?



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