We invite you to use this guide to prepare for your CCSP exam!

What competencies are measured in the credential?

The CCSP assessment is designed to assess an individual's competency by assessing knowledge of the learning objectives of the NCDA's **Facilitating Career Development Training Program** curriculum. Check out the credentialing website for a review of the competencies for this credential.

What will the assessment be like?

- The assessment consists of 72 multiple choice questions spanning 5 subject areas that are tied directly to the FCD Student Manual:
    - o Module 1: Developing a Helping Relationship (15 items)
    - o Module 3: Career Development Theory and its Application (19 items)
    - o Module 4: The Role of Assessment in Career Planning (16 items)
    - o Module 5: Ethics and the Career Services Provider (7 items)
    - o Module 8: Job Seeking and Employability Skills (15 items)
- Before starting the assessment, there is a short ungraded sample quiz to help acclimate you with the online testing environment. It contains 5 quiz questions that are not scored and do not count towards your CCSP exam grade
- You have 120 minutes (2 hours) to complete the assessment once you start (not including the sample quiz). The timer remains visible while you complete the assessment, and there is no way to pause the timer once it starts.
- While you can not go back to previously answered questions, you can mark as many items as you like for review so you can revisit them later before finalizing submission of the assessment.
- The questions are derived directly from the FCD student manual. However, using the manual or any other materials while taking the exam is prohibited.

How can I prepare?

- Review the FCD student manual, particularly modules 1, 3, 4, 5, and 8, as all questions are derived from the student manual.
    - o Be sure to review the appendix in each module in addition to the main text.
- You are likely to find you can answer some questions quickly, while others will take more thought. Have a strategy in mind for how you will manage this.
- Remember that the assessment platform records your response as soon as you select an answer. If you did not mark the question for review, you will have no way change your response later – even if you clicked on the wrong answer by accident.
    - o THEREFORE, it is recommended that you click the "Review" checkbox for every question before you select an answer.

CSSP Multiple Choice SAMPLE Questions

1. Tests of Adult Basic Education (TABE) and the Armed Services Vocational Aptitude Battery (ASVAB) are examples of
   a. Work values inventory
   b. Ability assessments*
   c. Personality inventory
   d. Career maturity

2. The consistency of scores obtained by the same individual each time the assessment is given is called
   a. Test – retest reliability*
   b. Internal consistency
   c. Validity
   d. Objectivity

3. When using assessments that have been put on the Web, career professionals are responsible for
   a. Determining equivalence of psychometric properties of online and print form*
   b. Determining validity of online assessment
   c. Sharing the results of clients with other professional career services
   d. All the above

4. What is the primary purpose of career assessments in career planning?
   a. To determine an individual's interests, values and skills*
   b. To identify an individual's strengths and weaknesses
   c. To provide job recommendations
   d. To assess an individual's work experience

5. According to the NCDA's Guidelines for the Use of Career Assessment Instruments, what is the responsibility of career professionals regarding the interpretation of assessment results?
   a) To only disclose the results to the test-taker if they score high on the assessments.
   b) To make assumptions about the test-taker's career interests based on their assessment results.
   c) To provide the test-taker with feedback and interpretation of their results.*
   d) To use the assessment results to make decisions without involving the test-taker.

6. Core ingredients in the helping relationship include Acceptance, Trust, Respect, Empathy, and
   a) Genuineness*
   b) Genius
   c) Generosity
   d) Gentleness

7. The ability to put ourselves in the other person's place to gain a deeper understanding of their situation is called:
   a) Telepathy
   b) Caring
   c) Sympathy
   d) Empathy*

8. The acronym SOLER emphasizes the importance of:
   a) Listening
   b) Attending*
   c) Encouraging
   d) Helping

9. One of the advantages of closed-ended questions is that they:

a) They are useful for clarifying information quickly*
b) Allow the client to wander away from a topic
c) They may cause some clients to feel interrogated
d) They may sometimes sound like advice or criticism

10. It's important to avoid setting clients up for failure when they set goals. In order to avoid this:
a) make certain that the tasks they take on are realistically achievable in the time allowed*
b) discourage them from choosing goals that are in any way challenging
c) suggest that they delay goal setting until they feel more confident
d) encourage them to seek personal counseling before moving forward