**NCDA COMMITTEE REPORT**

**TRAINING & EDUCATION COUNCIL (TEC)**

Annual Report 2024-2025

**Council Chair:** Chair: Keri Aaver, [keri@careerwiseconsulting.com](mailto:keri@careerwiseconsulting.com), Chair-Elect – Melyssa Harrison, [melyssa@fasttrackcdf.com](mailto:melyssa@fasttrackcdf.com)

**Council Members:** Pam Ehlers, Past-Chair, Kelly Pierce, Rhonda Norman, Melyssa Harrison, Craig Ratzlaff, Craig Bryant, Travis Lightsey,

Farkad Mahli

**Board Liaison:** Bret Anderson

**Committee Activities to Date:**

* **FCD Instructor and Student Manual Update –** FCD Instructor are facing challenges and difficulties with Module 6 of the FCD Training Program due to the new administration’s position on Diversity, Equity and Inclusion, Module 6 has been temporarily removed from the FCD curriculum. The TEC and Board will continue to monitor the national climate to determine when to place the module back into the curriculum.
* **Overcoming Employment Challenges Module –** The selected authors are currently writing this new module. They have shared the outline with the TEC for feedback during the June 17 meeting in Atlanta, GA. The TEC provided feedback to the authors as requested. A draft module will be provided to the TEC as writing continues. This new module is designed to focus on how we provide career services to all. The new module will address biases, fostering awareness, sensitivity, empowerment and advocacy for clients. The anticipated completion date for the new module is December 31, 2025.
* **Career Practitioner Supervision Training Program –** This project is nearing completion. The new curriculum is completed. The authors set up 3 focus groups during the 2025 NCDA Global Conference to obtain feedback on how to target the training program. A Career Practitioner Supervision Training utilizing the new curriculum is scheduled for October 20, 2025.
* **New NCDA Exhibit Booth -** TEC and Credentialing Commission members managed the NCDA exhibit booth during the 2025 NCDA Global Conference. TEC and Credentialing Commission members have also provided volunteer coverage for NCDA at multiple industry conferences.
* **NCDA Collaboration with Mathematica.** NCDA in collaboration with Mathematica is currently in stage 2 of this FCD Pilot Training. The training has been conducted by Jim Peacock, Mark Danaher and Windie Wilson. The study is reviewing the effectiveness of Career Navigators that receive the FCD training to improve their skills in working with adult learners. The pilot project will continue through early 2025**. UPDATE:** The fall 2024 portion of the training was completed. Unfortunately, the final segment of the training scheduled to take place in mid-March was cancelled due to the elimination of the federal funding for this program.
* **NCDA Handbooks for all NCDA Training Programs.** The TEC spent considerable time reviewing the NCDA FCD Preceptor Master Trainer, Master Trainer, Instructor Training and Instructor Handbook during their 2024 spring meeting. The newly reorganized and updated FCD handbook will serve as a blueprint for the SCDA and the Career Practitioner Supervision handbook. The updates bring consistent processes and language to the NCDA training programs which is important for quality control.

**UPDATE:** The TEC and staff have finalized the SCDA Handbooks for distribution to Instructors and placement on the SCDA instructor website.

**Projected Plan or Work**

* Begin 3 year scheduled update of the NCDA FCD Training Program. Updates should be completed by December 2026.
* Continue development of the Overcoming Employment Barriers Module The new module is scheduled to be completed by December 31, 2025.
* Continue sending TEC and Credentialing Commission volunteers to industry conferences with the NCDA Exhibit Booth. Recommended conferences for fall 2025/winter 2026 are NAWDP Youth Symposium, ACTE and Cannexus. Additional conferences will be added as requested by the NCDA Board of Directors.
* Continue working with the editors and graphic designer on the completion of the Career Practitioner Supervision Training Program curriculum
* Continue the update of the FCD and SCDA website. The update will include a better organized method for locating FCD and SCDA Instructors located in the United States as well as international instructors and master trainers. The update will require assistance from TCS Software.
* Explore the development of partnerships with affiliate programs to promote training programs.

**Budget Requests:**

$30,000 Scheduled 3-year update of FCD Training Program

$20,000 FCD Curriculum Printing

$22,500 1 in-person meetings in Chicago, IL, March 2026 plus meeting at national conference

$5,000 Graphic Designer for Career Practitioner Supervision Training Program

$500 Software for video development to promote NCDA Training and Credentialing Programs. (AI Software that easily creates professional quality videos. Can be used for multiple NCDA projects)