



Career Development Facilitator (CDF) Training

Frequently Asked Questions

What is the Career Development Facilitator (CDF) training?

A 12-week hybrid program aligned with the NCDA curriculum that prepares participants to earn the **Global Career Development Facilitator (GCDF)** or **Certified Career Services Provider (CCSP)** credential.

Who should take this training?

- School counselors
- Educators
- Workforce development professionals
- Coaches and others who guide career planning

What is the format of the program?

- Weekly **live Zoom sessions** (2 hours)
- Asynchronous assignments in Canvas
- A Capstone Project that applies learning to your real work setting

Creative Education Solutions Facilitating Career Development Course

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How much time will it take?

Plan for **6–8 hours per week** including:

- 2-hour live class
- Independent assignments
- Capstone work

What does it cost?

Tuition: **\$1500**

Payment Plan Available:

- 50% (\$750) due by the first class session
- 25% (\$375) due in week 4
- 25% (\$375) due in week 8

What is the refund policy?

- **Full refund** if cancelled more than 14 days before the course start date
- **Partial refund minus administrative fee** if cancelled within 14 days of the start date
- **No refunds once the course begins**, since participants gain immediate access to all course materials
- Registrations **may be transferred** to a future cohort at no additional cost

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What if my district/school/organization cannot process payment by the start date?

Indicate you will need a district/school purchase order on the enrollment form. Notify the instructor in writing of the approximate payment date from your district.

What if I can't attend every live session?

Attendance is strongly encouraged, but recordings are available. Alternative assignments may be offered for make-up.

What is the Capstone Project?

An applied project addressing a real career development challenge in your work setting. Includes:

- Rationale & goals
- Outcomes & timeline
- NCDA content references
- Marketing & delivery plan

When does the next cohort start?

September 11 – December 11, 2025

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What certification will I receive?

A **certificate of completion** that qualifies you to apply for:

- **GCDF** credential (Center for Credentialing and Education – CCE)
- **CCSP** credential (National Career Development Association – NCDA)

Accessibility (ADA) Policy

Stephanie Haynes Coaching & Consulting LLC complies with the **Americans with Disabilities Act (ADA)**.

Reasonable accommodations will be provided.

Requests should be submitted in writing at registration or as soon as possible.

Complaints and Grievances

Concerns should first be submitted in writing to the instructor.

If unresolved, participants may escalate to **CCE** or **NCDA**, depending on the credentialing body.