



CDF Registration Information

The **Career Development Facilitator Program** is comprised of **120 hours** of course work. The program is designed to standardize the knowledge and experience of individuals who are working in workforce training programs and other career development services. Upon successful completion of the entire course of instruction, a certificate is by the LDW Group and can be used as proof for the certification for the Global CDF as issued by the Center for Credentialing and Education, Inc. (CCE), a subsidiary of the National Board for Certified Counselors (NBCC).

Instructional Methodology: The course incorporates a variety of modalities, including 80 hours in class (if taking the in-class course: 80 hours in a classroom with the instructor; if taking eLearning course: 80 hours web-based instruction including the three FTF sessions) and 40 hours of independent study and project completion. (Please note instruction hours in modality may change depending on instructor's preference.)

Length of training: Courses throughout the year are usually completed in 3-4 months, depending on class preference (in-class course or eLearning course).

Potential Students include:

school counselors, job search trainers, career resource coordinators, career coaches, career development case managers, intake interviewers, occupational and labor market resource persons, human resource professionals, employment specialist or workforce development staff or an agency that assist individuals in the pursuit of jobs/careers.

Competencies Attained by Graduates:

Helping Skills	Employability Skills
Labor Market Information (LMI) and Resources	Training Clients and Peers
Assessment	Program Management and Implementation
Working with Diverse Populations	Promotion and Public Relations
Ethical and Legal Issues	Technology and Career Development
Career Development Theories and Models	Consultation/Supervision

LDW Group CDF Registration Policies

Registration and Payment: The cost for individual students is \$1395 for the in-class instruction program; \$995 for the eLearning program; both include the cost for training materials and instruction. A deposit of \$250 is due 30 days prior to the start of each class in the form of a money order or certified check; final payment for the class is due two weeks before class starts. Payment should be made to: **LDW Group** at P.O. Box 603626, Cleveland, OH 44103-0626.

To secure a place in an upcoming class, students are encouraged to register early and pay for the training 30 days prior to the class start date.

Please complete the registration form and email it back to send back into the address listed on the form.

Delivery of Instruction and Materials: CDF Training from the **LDW Group** is offered as an **in-class program** and an **eLearning course**.

For the eLearning course, instructors and students interact through message posting to the bulletin board and through e-mail. There are three face-to-face (FTF) sessions as a part of the course. Students are required to attend the FTF sessions with their class in order to complete the course. When a student registers for a course, the course dates and the FTF dates and location (city and state) will be clearly listed.

Course materials including the *Facilitating Career Development* Student Manual and accompanying DVD (if you are enrolling in the eLearning course) will be shipped via UPS or USPS to students two to four weeks prior to the first day of class. If students sign up for a class less than two weeks before the class start date, course materials will be shipped within two business days of student registration.

Class Participation/Student Responsibilities: Students are expected to actively participate in the course and to have each assignment completed within the required time frame. If a student is experiencing a situation that makes it difficult to complete an assignment he or she should immediately contact the instructor to develop a plan to complete the assignment in a timely fashion. The student must be current with all assignments prior to the face-to-face session. Students will need to have completed all assignments to the satisfaction of the instructor by the end of the course in order to receive a certificate of completion.

Commitment to Completion of the Course: All persons who register for CDF training imply agreement with this statement: *I will make all necessary plans to attend the workshop for which I am registered. I will plan to arrive on time and stay through the end of the session. If an emergency arises (illness or unavoidable circumstance) I will call the Training Center at 216-773-5759 as soon as possible to cancel. If I fail to attend without proper cancellation, payment will not be refunded.*

Refunds/Cancellations: If the **LDW Group** must cancel a class due to small enrollment or other special circumstances less than 30 days prior to the start of the class, the student will have the option of receiving a full refund or rescheduling to a different class.

If a student elects to drop the class more than 30 days prior to the start date, he or she will receive a full refund minus a 20% processing fee. No refunds will be given if a student drops the class less than 30 days prior to the class start date or after the class has started.

Scheduling and staffing decisions are made 30 days before each class begins and are based on the paid enrollment at that time. Your early and accurate registration decisions are appreciated. This allows us to provide a better education experience for all parties.

Lodging: When overnight stay is needed, a suggested list of area hotels will be included with the registration confirmation information. *We cannot guarantee any hotel rate*, but suggest that you request investigate this information on your own.