



CDF Registration Information

The **Facilitating Career Development 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 presented by the LDW Group LLC 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 80 hours of web-based instruction (including the three Face-to-Face 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: The hybrid e-Learning course is completed in 12 weeks (approximately 3 months).

Potential Training Participants:

School counselors, job search trainers, career resource coordinators, career coaches, career development case managers, college or university career center staff, intake interviewers, occupational and labor market resource specialists, HR professionals, employment specialists, re-entry case managers, assessment coordinators, One-Stop staff workers, military recruiters, workforce development staff or an agency that assist individuals in the pursuit of jobs/careers.

Competencies Attained by Program Completers:

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

LDW Group LLC CDF Registration Policies

Registration and Payment: The cost for individual students is \$1,095 to include the cost for the training materials and technology fee. The LDW Group LLC offers a fee adjustment for groups of 6 or more participants (fee adjustment is \$995/participant).

A deposit of \$300 is due 30 days prior to the start of each class in the form of a money order or certified check or deposit payment can be made directly on the LDW Group LLC website. Final payment for the class is due two weeks before training start date. The LDW Group LLC has the right to make special payment arrangements. Payment should be made to:

**Dr. Linda D. Woodard
LDW Group LLC (EIN: 27-0554729)
PO Box 28613
Jacksonville, FL 32226**

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 to: registration@ldwgroup.biz.

Delivery of Instruction and Materials: Facilitating Career Development Training from the **LDW Group LLC** is offered as a hybrid 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 material, *Facilitating Career Development Student Manual*, will be available on the first day of training.

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 sessions. 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 the Facilitating Career Development 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 LDW Group LLC at **866-649-6194** 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 LLC** must cancel a training start due to low enrollment or other special circumstances less than 30 days prior to the start of training, students 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 25% processing fee. No refunds will be given if a student drops the class within 30 days of 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.



For LDW Group LLC Use Only	
Date Registered: _____	Registration #: _____
Date Pd Dep & Amt: _____	Date Pd in Full & Amt: _____
Check #: _____	
Website Payment: _____	

Date of Course: (Start) _____ (End) _____

Name _____

Title _____

Employing Agency _____
 (name as it should appear on your name badge)

Address _____

City _____ State _____

Zip _____

Phone _____

Birth Date (Month/Day) _____

Email _____
 (confirmation will be sent via email approximately one week prior to training date)

Email this form to: LDW Group LLC at registration@ldwgroup.biz
www.ldwgroup.biz • 866-649-6194

REGISTRATION FEE: \$1,095 for eLearning course EFFECTIVE JANUARY 1, 2018
DEPOSIT: \$300.00 – Due 30 days prior to start of training

Make Checks payable to:
Linda D. Woodard, LDW Group LLC, PO Box 28613, Jacksonville, FL 32226
Please copy this form and email it to the LDW Group LLC with your payment.

Statement of Commitment: I will make all necessary plans to attend the course 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 LDW Group at 866-649-6194 as soon as possible to cancel. If I fail to attend without proper cancellation, payment will not be refunded.