

FREQUENTLY ASKED QUESTIONS

What is FACD?

Facilitating Alabama Career Development (FACD) is an Alabama-focused professional development program for K-12 career development practitioners serving Alabama schools. FACD is developed and delivered by Horizon Point Consulting, Inc. in partnership with the Alabama State Department of Education.

How long is the course?

FACD is an 8-week program delivered through a combination of self-paced online learning and live virtual sessions with instructors.

What are the course requirements?

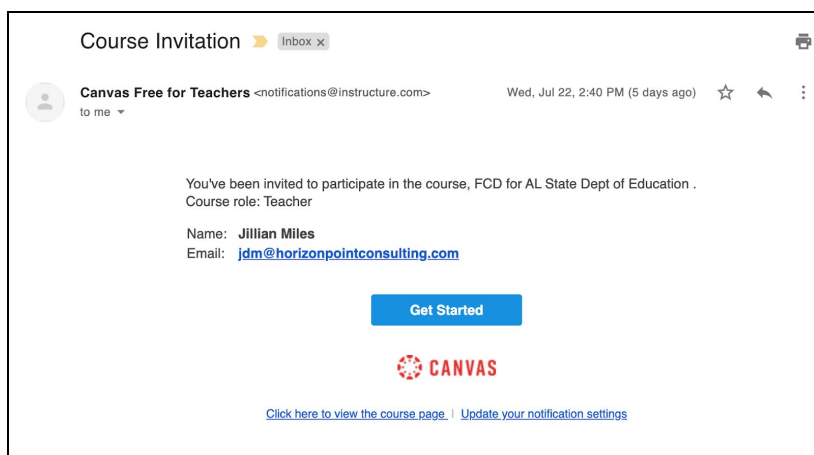
Successful course completion requires:

- Reading the manual and supplemental reading materials
- Completing weekly assignments and course projects in the online classroom
- Participating in activities and discussion in instructor interactive sessions

Submitted work is evaluated on a satisfactory basis and is not graded.

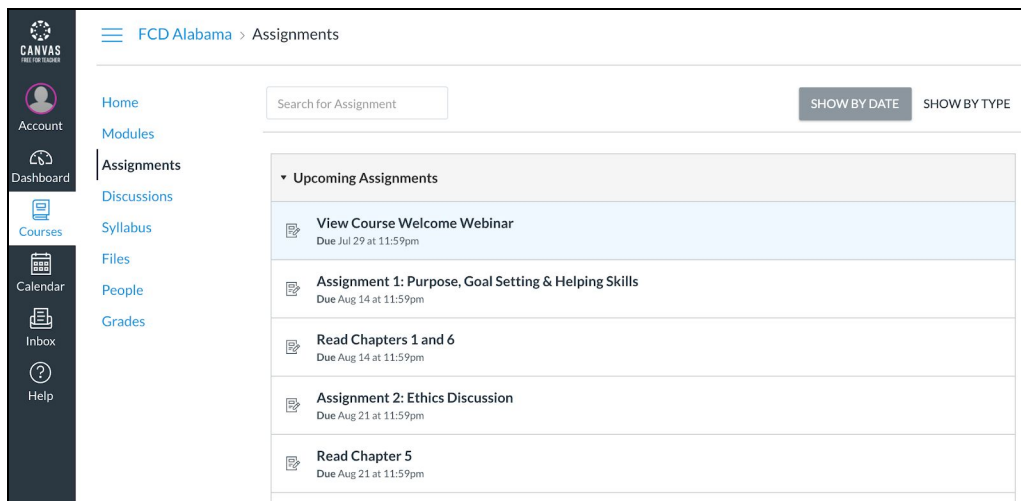
How do I access the online classroom?

The FACD program will be hosted on the Instructure Canvas online learning platform. Participants will receive an email from Canvas with a link to join the classroom. This email will come from notifications@instructure.com. A sample email is shown below.



How do I submit assignments?

There is an Assignments tab in the Canvas online classroom. Some assignments do not require a submission (e.g. “View Course Welcome Webinar”). Other assignments may require navigating to the Discussion tab and participating in a discussion thread or submitting text entry or uploading a file. If a submission is required, you will see a blue “Submit Assignment” button, as shown below.



How do I participate in the live virtual sessions?

Live virtual sessions will be hosted on the Zoom platform. The course instructors will send invitations to register for each session. Upon registration, participants will receive links to the virtual sessions by email.

If you are new to Zoom or have troubleshooting needs, visit [Zoom Support](#) online.

How do I become certified?

Upon completion of the FACD training program, practitioners are eligible to apply for credentials. The National Career Development Association (NCDA) and the Center for Credentialing and Education (CCE) both offer valuable credentials for career development facilitators.

[Certified Career Services Provider \(CCSP\)](#) - This is an NCDA credential. The application fee is \$100, and there is an annual maintenance fee of \$40. This credential application includes an assessment component. Credential holders must attain a minimum of 30 hours of continuing education over a 3-year period in order to recertify.

Based on education and experience requirements, participants may be also eligible to apply for the [Certified Career Counselor \(CCC\)](#) credential and/or the [Certified School Career Development Advisor \(CSCDA\)](#) also offered through NCDA.

[Global Career Development Facilitator \(GCDF\)](#) - This is a CCE credential. The application fee is \$100, and there is an annual maintenance fee of \$40. There is no assessment component. Credential holders must attain a minimum of 75 hours of continuing education over a 5-year period in order to recertify.

Still have questions? Contact an instructor:

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