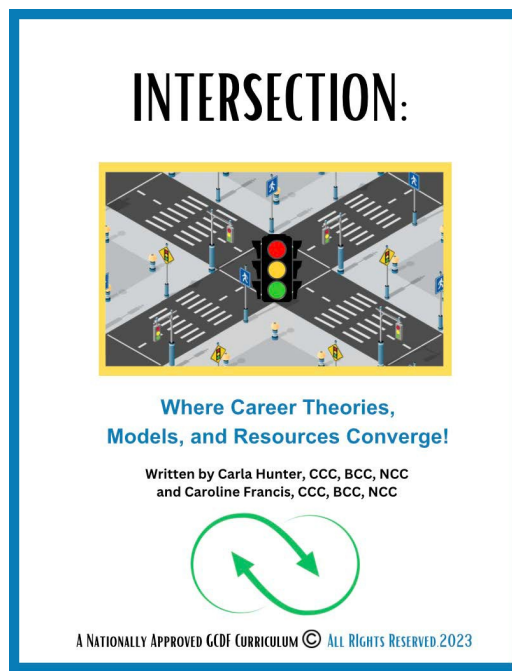




Global Career Development Facilitator (GCDF) 2026

Certification Training Information Packet



Global Career Development
FACILITATOR[™]



PART ONE: THE BENEFIT OF CAREER SPAN'S GCDF TRAINING COURSE

Today's 21st century world of work is a turbulent landscape. We are navigating through a maze of mergers and acquisitions, the advent of AI, and the continuous impact job loss due to automation. Finding meaningful work and obtaining employment for today's job seeker can be a daunting task as the Applicant Tracking Systems (ATS) used by employers has become a dehumanizing experience.

The Global Career Development Facilitator (GCDF) credential ensures you as a career professional will attain a standard of excellence and professionalism in the way you guide and partner with your clients in their career journey until they land.

The knowledge, tools and techniques you learn in Career Span's GCDF training will equip you as a career professional to effectively facilitate and discover successful career decision-making processes and outcomes.

Training benefits for a career professional include:

- ✓ A nationally recognized career credential (over 18,000 worldwide) given by the Center for Credentialing and Education
- ✓ A marketable certification across the globe in over 20+ countries
- ✓ Hands-on opportunities to learn and practice career advising techniques one-on-one and in groups
- ✓ Class instruction and training by a private practice executive career coach and counselor
- ✓ Effective job search tools to help your client find meaningful employment from cover letter to resume to preparation for an interview to salary negotiations
- ✓ Effective processes to help a person choose or consider career options
- ✓ A strong base of core competencies that will help clients you serve experience successful outcomes
- ✓ A diverse group of colleagues will join you in obtaining the credential and establishing a supportive and strategic network
- ✓ A strong emphasis on understanding the constantly changing job market and how to adapt to emerging trends in the world of work

TO LEARN MORE ABOUT THIS IMPORTANT CREDENTIAL FOR THE 21ST CENTURY WORKPLACE, CLICK HERE:

<http://www.cce-global.org/Credentialing/GCDF>

Our nationally approved training curriculum

Career Span, Inc. has trained over 130 career professionals representing higher education and workforce development. Our training is based upon the nationally approved GCDF curriculum, ***Intersection: Where Career Theory, Models and Resources Converge (2026)***. This curriculum was originally co-authored and developed by Career Span's certified instructors, Carla Hunter and Caroline Francis. The twelve core competencies of the GCDF credential are studied and interwoven throughout the course of the training. Each year the curriculum is updated to address the current changes in the job search, labor market information and employability skills of our clients.

IN-PERSON TRAINING MODULES

Our standard training modules incorporate multiple modalities to include adult learning theoretical constructs.

Eighty hours of face-to-face instruction with a minimum of 40 hours of outside homework are required. Combined instruction and homework must total 120 hours to complete the training as mandated by the Center for Credentialing and Education. This is a rigorous training.

GCDF TRAINING DATES FOR 2026

Plans are being made to offer the GCDF Training in the spring of 2026 in the central Kentucky area. Please email careerspan@gmail.com to receive updates as dates are confirmed.

GCDF VIRTUAL TRAINING DATE FOR 2026

Plans are being made to offer the GCDF Training in the spring of 2026 virtually on Zoom in the spring.

Please email careerspan@gmail.com to receive updates as dates are confirmed or call 859-608-9756.

For in-person training, we offer ten days of instruction.

Training One: "Introduction to Becoming a GCDF Professional: Diving into "The 12 Competency Areas"

Training Two: "Helping Skills"

Training Three: "Ethical and Legal Issues"

Training Four: "Career Development Models"

Training Five: "Employability Skills & Training Clients and Peers"

Training Six: "Diverse Populations & Program Management/ Implementation"

Training Seven: "Labor Market Information and Resources & Consultation"

Training Eight: "Assessments & Technology"

Training Nine: "Effective Job Seeking Strategies for Clients"

Training Ten: "The GCDF: Promotion and Public Relations of Your Credential, Services and Programs"

For our Virtual Zoom class, we will have a three-hour class once a week for 26 weeks. Contact Carla Hunter at 859-608-9756 for more information.

GCDF certification requirements

The Center for Credentialing and Education has specified requirements for each student to earn the GCDF credential including work experience and education. This training is part of the process of becoming a certified GCDF professional. Our curriculum meets the standards and is approved for the 120 hours of core competency training including home work hours.

To learn additional information you can also visit the Center for Credentialing and Education website about this global credential in more than 20+ countries.

The Global Career Development Facilitator (GCDF) credential: <http://www.cce-global.org/GCDF>

Training expectations

As soon as a student enrolls in the class and pays the tuition fee, a welcome letter and information will be sent via e-mail. This correspondence includes:

- The 2026 Syllabus (subject to change)
- Your homework assignment for the first training
- The *Getting to Know You* information page to complete for your trainer
- A list of career books and articles to read during your 40 hours of homework

Please note: Each student is required to attend all classes for a live training certification.

The 2026 training fee and policies

Career Span's certified GCDF 2026 training fee is \$1800.00 per person with a discounted group rate of five or more trainees of \$1600.00 per trainee.

The fee includes:

- All class materials and resources
- A minimum of 90 minutes of direct supervision, coaching and feedback from your trainer as the course progresses. The instructor will provide one-on-one feedback after the 5th session and again within one month of the training completion. Individual appointment times TBD.

Please note: ALL GCDF training fees are non-refundable. Another professional may be substituted if registered by the second in-person training date for no additional cost.

After the second training, the class will be closed to new or additional students.

Next steps:

If you want to inquire about our GCDF training, please contact Carla Hunter at 859-608-9756 or email careerspan@gmail.com

Training expectations

As soon as a student enrolls in the class and pays the tuition fee, a welcome letter and information will be sent via e-mail. This correspondence includes:

- The 2026 Syllabus (subject to change)
- Your homework assignment for the first training
- The *Getting to Know You* information page to complete for your trainer
- A list of career books and articles to read during your 40 hours of homework

Please note: Each student is required to attend all classes for a live training certification with the exceptions previously mentioned.

The 2026 training fee and policies

Career Span's certified GCDF 2025 training fee is \$1800.00 per person with a discounted group rate of five or more trainees of \$1600.00 per trainee. **Now, more than ever, career advisors, counselors and coaches are the confidence builders, the cheerleaders, and the believers in our client's success. Our confidence is found from within and over time with experience using these proven tools to make a difference in a person's livelihood. One person at a time and then comes momentum.**

This training is a foundation for the advisor's knowledge base, techniques, and confidence in their career development competencies. Every training module is based on successful tools and techniques used in my private practice.

Thank you for considering this opportunity.

Carla Hunter, President

Career Span, Inc.

859-608-9756

www.careerspanusa.com

Career Span's Trainers

Carla Ockerman-Hunter, President and Founder of Career Span, Inc.

Carla is a graduate of Asbury University and received a Master's in Student Personnel and Counseling at Eastern Kentucky University.

In 1993, she became the Director of Career Development at Asbury University and built out its first career development services for students. In August 1999 she founded Career Span to prioritize her three daughters with the flexibility to not miss anything in their lives.

In the 25+ years of private practice Carla has accomplished the following:

- Authored multiple articles in magazines and online where she also blogs
- Private practice clients who have achieved career goals through Career Span's practical approach through the lens of positive psychology and the construct of cognitive behavioral therapy
- Over 3,200 followers on LinkedIn
- Trained and coach career advisors since 2005 (over 130) including 23 counties in Eastern Kentucky, Berea College, Eastern Kentucky and University of Kentucky
- Authored and created the "Finding Your Place in the World of Work" interest assessment
- Co-created "The Interview Box" a strategic tool to discover company culture when preparing for an interview

Credentials

- Board Certified Career Coach by the Center for Credentialing and Education
- Credentialed Career Counselor by the National Career Development Association
- National Credentialed Career Counselor by the National Board for Certified Counselors
- National Certified Counselor by the National Board for Certified Counselors

Carla is married to Mike Hunter and has three daughters: Annie (husband Corey Jones), Corrie Hunter and Ellie Hunter. She has a grandson, Ford Allen Jones.

In her free time, you can find Carla building monarch butterfly gardens all over central Kentucky or flying her drone as she is a licensed drone pilot by the FAA.

Caroline Francis Ed.S.

Caroline serves as the Director of the University of Kentucky Alumni Career Services program. She is a Certified Professional Retirement Coach (CPRC), Certified Career Counselor (CCC), Certified Career Services Provider

(CCSP), Global Career Development Facilitator (GCDF), and Board Certified Coach (BCC) with over 20 years of experience working with adults in all stages of career transition.

In her Alumni Career Services role with the University of Kentucky, she assists individual clients, develops career-related programming and writes regular columns for the UK Alumni magazine.

In 2013, she co-founded the Central Kentucky Job Club, which is still going strong. Caroline has an Ed.S., M.S. and B.B.A. from the University of Kentucky and is a proud Life Member of the UK Alumni Association.