



Asia Pacific Career Development Association

## APCDA Officers Meeting

August 5/6, 2020

**Present:** Woongtae Kim, Sing Chee Wong, Momoko Asaka, Constance Pritchard, Carla Siojo, Satomi Chudasama, Marilyn Maze, Emily Lizada, and Gyulnur Ismayil.

**Guest:** Narender Chadha and Vijay Paralkar (They were present for the first part of the meeting and left when we completed the Awards Criteria discussion.)

Meeting was called to order at 10PM

### President's Message (Woongtae)

- Nice to see you
- Mission has not slowed
- Pride in our mission
- Thanks to the staff

### Treasurer's Report (Connie)

- We have 2 months left
- Income has slightly exceeded budget
- Expenses are 54% of budget because some large planned expenditures remain.
- We expect to finish the year with as slight positive balance.

### Changing Award Criteria

- Current Requirements:
  - Nomination form: Justification (by nominee)
  - 2 Recommendations, each mentioning
    - Quality of service
    - Service to the profession
  - Past Presidents rate each person on each of these 5 points
  - To break ties, Past Presidents rank each choice as 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>
- Proposed Requirements:
  - Member of APCDA for the past three years
  - Has contributed to APCDA in some way.
  - Has attended at least one annual conference of the APCDA in the last three years.
  - One recommendation by a past presidents/eminent persons working in the area of career development.
- Why are we giving awards?
  - Recognition for important achievements
  - Enhance the reputation of our association as one that values and recognizes quality in the areas of our Mission
  - Inspire members to aspire to higher quality and achievement in our field
- Officers requested that we focus on our reasons for giving the awards. Since our goal is to recognize quality, we should not require membership.
- We should encourage applicants to solicit one recommendation from a member of APCDA would so that we know the person making the recommendation.

### Requesting NBCC Approval as a Continuing Education Provider

- Why do we need the National Board of Counselor Certification (a US corporation) to recognize our continuing education offerings?
  - The National Board of Counselor Certification is an American organization has an international reputation for quality. When I tell people from other countries that our CE certificates are authorized by NBCC, they agree to accept our certificates. Many of our members hold the GCDF credential, which is granted by a branch of NBCC. All major credentialing organizations (such as ICF, ICCI, etc.) accept NBCC CE certificates.
  - In the past, we had permission to use Dick Knowdell's approval by NBCC. However, Dick is longer on our Board and no longer our Program Committee Chair. We should have our own approval. Once approved, we could then advertise that we offer NBCC approved continuing education certificates, and this would attract additional attendees to our events.
  - Offering Continuing Education certificates is an important service to our members and attendees. Many attendees choose to attend events that offer Continuing Education certificates because they need evidence of continuing education to maintain their certification. In the past 2 years, at least 30 people have requested CE Certificates from us from all parts of our region.
- NBCC Requirements for presentations
  - Content must be related to the profession
  - Presenter must be qualified on the topic and:
    - Level 1: Grad degree in counseling or psychology
    - Level 2: Grad degree in another field
    - Level 3: Only qualified on the topic
    - NBCC has no ability to evaluate non-US degrees, so it is our responsibility to assure the quality of our presenters.
- Relevant Topics for NBCC certification
  - Level 1 Presenter required for the following topics:
    - Theories, principles, and techniques of counseling as applied to work and career.
    - Career counseling processes and resources, including, but not limited to, those applicable to specific communities and populations.
    - Career/life planning and decision-making models.
    - Life-work role transitions, including, but not limited to, outplacement and retirement counseling.
    - Ethical decision-making models directly related to counseling practice.
    - Starting and maintaining a counseling practice to include business-planning, quality control, service delivery, billing and reimbursement, fee-setting, capacity-building, referrals, and ethical marketing.
    - Counselor self-assessment to address areas for ongoing professional growth.
  - Level 1, 2, or 3 Presenter required for the following topics:
    - Career development program planning, resources, and program evaluation.
    - Assessment of workplace environment for purposes of job placement.
    - Trends in job search.
    - Career avocational, educational, occupational and labor market information, and resources and career information systems.
    - Self-care strategies and burnout prevention appropriate to the counselor role.
    - Wellness and Prevention.
- Requirements for APCDA as a CE Provider
  - Evaluation form must allow written comments and indicate whether the program met his/her expectations
  - Provider must maintain the evaluations for at least five (5) years
  - Provider is required to report to NBCC whether programming has been modified based on participant evaluations. Such reports will be included with the Provider's audit forms.
  - Recorded Programs must be verified by the completion of an assessment demonstrating that the participant completed the program.
- Vote indicated that Marilyn is authorized to apply for NBCC approval as a continuing education provider.

## Membership Categories

Category	Benefits
<p><b>Individuals:</b> We have several types of individual memberships, including:</p> <ul style="list-style-type: none"> <li>• Regular membership for working professionals</li> <li>• Student/Retired/Unemployed professionals</li> <li>• Lifetime members</li> <li>• Lifetime Legacy Partners</li> </ul>	<ul style="list-style-type: none"> <li>• A voice in the decisions of the association</li> <li>• Reduced registration fees for APCDA events</li> <li>• Free Member-only webinars</li> <li>• A library of free recorded webinars</li> <li>• Free access to the APCD Journal</li> <li>• Networking with other members</li> <li>• Use of our Member Logo</li> </ul>
<p><b>Organizations:</b> An association, company, or institution that provides career planning services or represents career development professionals.</p>	<p>All of the benefits of individual members for one contact person for this organization</p> <ul style="list-style-type: none"> <li>• a page on our website that describes their services, products, and activities provided by the organization.</li> <li>• one free news announcement per year</li> </ul>
<p><b>Affiliates:</b> An association, company, or institution that provides training for career practitioners, agrees to the Ethical Guidelines and Standards of APCDA, and contracts with APCDA for additional cooperation, such as Joint Membership or Accreditation.</p>	<p>All of the benefits of individual and organization members, plus the benefits arranged by contract with APCDA.</p>

- Officers requested wording changes which are reflected above.

## China LOR

- Career Searchlight Company, recommended by Zhijin Hou
- They want to translate a few recorded webinars to Chinese
- Translation will be verified by an APCDA representative
- APCDA holds the copyright on both the original webinar and the translated version
- Pay APCDA 20% of income from the webinars

## Staff Report

- Past Webinars

Date	Title	# Atnd	Income
24-Oct-19	Social Media in Career Services: From Delivering Information to Co-careering	26	\$320
25-Nov-19	Innovative Career Services Interventions in Higher Education: Cases from Azerbaijan and Turkey	12	\$110
5-Jan-20	Webinar: Steering Career Transitions Nationally and Globally	13	\$95
19-Apr-20	The Future of Work: Preparing Ourselves for Jobs of Tomorrow	93	\$2,110
10-May-20	Building Career Resilience and Rejuvenation in the Time of COVID-19	27	\$310
10-Jun-20	The Journey of Becoming a Self-Sustained Career Center by Employer Partnership	20	\$165
4-Jul-20	Career Trends in the New Normal	18	\$130
	<b>Total</b>		<b>\$ 3,240</b>

- Upcoming Paid Webinars
  - The Future of Work: Future of Digitalized Workforce, Phi Van Nguyen – August 23/24
  - Critical Core Skills, Singapore – September 24/25
  - Impact of Workforce Singapore Career Development Framework on Practitioners, *Jeremiah*

*Wong* – October 19/20

- Integrative Learning and Life Design, *Farouk Dey* – November 16/17
- Free Member Webinars
  - Employment Insecurity during the Time of COVID-19: Strategies for Career Practitioners, *Dr. David Blustein* – August 12/13
  - Motivational Interviewing, *Constance Pritchard* – September 10/11

**2021 Conference (Gyulnur)**

- Published Exploring Singapore and Singapore Cultures articles
- Almost Ready: History of career planning in Singapore
- Will start the Call for proposals September 1

**2022 Conference (Gyulnur)**

- August 11: Meeting to set theme and discuss speakers

Meeting was adjourned at 11:40 PM

Respectively Submitted,

**Momoko Asaka**

Secretary