****

***Annual Report***

**CREDENTIALING COMMISSION**

**August 28, 2024**

Chair: Windie Wilson [windie.wilson@knoxcac.org](mailto:windie.wilson@knoxcac.org) 865-546-3500

HR Director, CAC / P.O. Box 51650 / Knoxville, TN 37950-1650

Chair Elect: Monique Johnson [moniquecjohnson7606@gmail.com](mailto:moniquecjohnson7606@gmail.com) 855-659-2622

Career, Executive & Leadership Coach / Dr MCJ Consulting, LLC

Other Melanie Adams, CMCS Commissioner

Commission Michelle Gross, Ad-Hoc Member

Members: Celeste Hall, CSCDA / CCSCC Commissioner

Tim Poynton, CCSP Commissioner

Debra Ruddell, CCC Commissioner

**Commission Activities to Date**

* Added new CMCS Commissioner, Melanie Adams
* Added CSCDA / CCSCC Commissioner, Celeste Hall, to fill remaining term
* Completed initial work on Standardization of CCSP Assessment; initial use of this assessment is slated to begin shortly.
* Provided recommendations and feedback for NCDA’s strategic planning; Credentialing Commission Chair and Co-Chair participated in meeting with NCDA Board Chair and Executive Director regarding strategic planning and ongoing growth of credentialing
* Provided a workshop for NCDA Webinar (Intersection of Health & Wellness and Career Development); provided workshop for NCDA annual conference
* Met in person in Charleston in March; continued monthly zoom meetings to check in and work toward goals
* Continued audit panel activities; updated audit procedures have been completed and are ready for review and approval
* Created Video – How to Maintain Credential – answers questions about how to maintain a credential
* Published 6 newsletter, providing information to credential holders
* Provided reviewers with more detailed guidance on providing proper feedback to credential applicants not initially meeting standards
* Welcomed new Credentialing Commission Director, Charlie Rapheal
* Began the process for exploring the addition of a coaching credential – conducted initial environmental scan
* Coordinated with the TEC to help identify ways to market the new CSCDA credential
* Learned of progress on the development of the CCSCC curriculum
* Continued to identify marketing strategies / opportunities for NCDA credentials
* Coordinated, as appropriate, with NCDA Board members and others on the development of international opportunities, including adding Alternative Pathways
* Completed preliminary work on evaluation / statistical review options
* All activities align with Goal 3, Professional Identity, in NCDA’s current strategic plan
* We now have 15 Approved Continued Education Providers

**Upcoming Items**

* Monique Johnson will transition into role of Credentialing Commission Chair
* Debra Ruddell will transition into the role of Chair-Elect
* The Commission is seeking a new Commissioner for the Certified Career Counselor (CCC) Credential
* Michelle Gross, ad hoc member, will continue her term of service, but transition into focusing on work related to the development of a Coaching Credential
* Review and finalize updated guidelines for the Audit Panel
* Review and possibly modify the process for engaging and approving Continuing Education Providers
* Credentialing Commission is planning to meet in Albuquerque (Oct.), Nashville (Feb.), and Atlanta during this coming fiscal year

**New Credential Numbers** (FY 2024)

* CCC – 455 (added 33)
* CCSCC – 39 (added 9)
* CCSP – 4060 (added 1362)
* CCSP-AP – 1026 (added 711)
* CMCS – 250 (added 51)
* CSCDA – 103 (added 21)
* **TOTAL # of Credentials YTD – 5,933**