



Global Career Development
FACILITATOR™

REINSTATEMENT APPLICATION PACKET

**This application form is interactive.
Download the form to your computer to fill it out.**



CENTER FOR
**CREDENTIALING
& EDUCATION™**

3 TERRACE WAY
GREENSBORO, NC 27403-3660 USA
TEL: 336-482-2856 * FAX: 336-482-2852
cce-global.org * credentialinfo@cce-global.org

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The Center for Credentialing & Education, Inc. (CCE) values diversity.
There are no barriers to credentialing on the basis of gender, race, creed, age, sexual orientation or national origin.

REINSTATING THE CREDENTIAL

GCDF REINSTATEMENT FEE

To reinstate your inactive or expired GCDF credential, you will need to take the following steps:

- Submit a reinstatement application
- Pay the GCDF reinstatement fee (currently \$50)
- Pay any past-due fees
- Document 75 hours of continuing education (if expired)
- Accept and sign the Ethics Attestation and Applicant Agreement & Release Authorization

MAINTAINING THE GCDF CREDENTIAL

The GCDF credential is valid for five years as long as you comply with CCE policies and procedures. GCDF credential holders must pay annual maintenance fees and recredential at the end of five years to maintain the credential.

Annual maintenance fee: Currently \$40

You will receive an annual maintenance fee notice approximately six weeks before the credential anniversary date. If you have any concerns about your invoice, please contact CCE. Payment means you agree to continue to adhere to the GCDF *Code of Ethics*, and report any charge or complaint about a criminal, civil, state board or other professional disciplinary matter(s) within 60 days of your knowledge of the complaint or charge.

RECREREDENTIALING AND CONTINUING EDUCATION

The GCDF credential is valid for five years as long as you comply with CCE policies and procedures. GCDF credential holders must pay annual maintenance fees and recredential at the end of five years to maintain the credential. The following components must be completed:

- As a GCDF credential holder, you are required to complete 75 hours of continuing education (CE) every five years to retain your credential. Verification of continuing education will be performed during the fifth year of your credentialing period. CCE performs a random audit sample. Audit selection will be identified on your fifth-year annual maintenance fee notice.
- Recredentialing notices and instructions are mailed in conjunction with the annual maintenance fee. Please see the annual maintenance fee information above for details.
- You must accept and sign the Ethics Attestation and Applicant Agreement & Release Authorization.

CCE ETHICS POLICIES AND PROCEDURES

GCDF applicants and credential holders are responsible for ensuring that their behavior adheres to the standards identified in the GCDF *Code of Ethics*.

An applicant must complete all portions of the GCDF reinstatement application, including the Ethics Attestation and the Applicant Agreement & Release Authorization. Application disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosures do not automatically render an individual ineligible for credentialing. CCE reserves the right to deny eligibility based on a disclosure. Application fees are nonrefundable.

The *Credential Eligibility Policy-Ethics*, the *CCE Ethics Case Procedures*, and the *GCDF Code of Ethics* are available at cce-global.org/Prof/Ethics.



1. First Name, MI: _____

Last Name: _____

Previous Name(s): _____

2. Street Address: _____

City, State/Province: _____

ZIP/Postal Code, Country: _____

3. Home Telephone: _____

Business Telephone: _____

Fax: _____

4. Email: _____

FOR OFFICE USE ONLY
REF.#1: _____
BATCH #1: _____
DATE: _____
AMOUNT: _____

Check here if you do NOT want your contact information shared with continuing education providers.

5. I am interested in volunteering for marketing efforts standards development.

6. Ethics Attestation

(Please respond to each statement below.)

- 1. Have you ever been or are you currently charged with a criminal offense? YES NO
- 2. Have you ever been or are you currently a defendant in any type of legal action related to your business or occupational activities? YES NO
- 3. Have you ever been or are you currently the subject of any complaint matter or disciplinary review by any government entity or professional organization? YES NO
- 4. Have you ever been terminated or discharged from employment for conduct reasons? YES NO
- 5. Have you ever been placed on probation or removed from any graduate program in which you were enrolled for reasons unrelated to grades? YES NO

If you answered “YES” to any of the above questions, you must include a complete, detailed explanation related to the response. You must also provide copies of relevant documentation, such as copies of the complaint, pleadings, and compliance with final orders. Place these materials in a sealed envelope marked “Attention: CCE Ethics Department” and return with your application. Failure to provide required information will delay the processing of your application.

All CCE applicants are required to submit written disclosures of any:

- Criminal offense. (Note: You do not need to disclose traffic charges unless they involve drugs, alcohol, or injury to person or property.)
- Legal action related to business or occupational activities in which he or she is named as a defendant.
- Complaint matter or disciplinary review by any government entity or professional organization.
- Employment terminations due to conduct.
- Probation or removal from any graduate program for reasons unrelated to grades.

I have read the reminder of the required disclosures (above) and have submitted the required written disclosures to CCE.

YES NO

7. Applicant Agreement & Release Authorization

All information I provide in this application, including supporting documentation, is accurate and complete to the best of my knowledge. If I have knowledge of any changes concerning my responses in this application, including my responses in the Ethics Attestation, I agree to report this to CCE in writing within 60 days.

I agree that CCE has the right to contact any person or organization regarding this application, and I authorize the release of any information requested by CCE to verify the accuracy. I understand that all application materials become the property of CCE and will not be returned.

I understand that credentialing through CCE depends upon my fulfillment of all required criteria and compliance with CCE policies, which include the GCDF Code of Ethics and the CCE credential mark and trademark use policy. I understand that credentialing does not create membership in CCE. I understand that CCE credentialing is personal to me and may not be transferred to another individual or group.

I understand that professional biographical and credential data is considered to be public information and will be made available in response to public inquiries. I agree that data related to my participation in CCE credentialing may be used for research and statistical purposes.

I recognize that any credential granted by CCE does not represent licensure or other authorization to practice business activities for a fee. I release CCE from all liability and claims arising from any professional activity.

8. Continuing Education Requirement

By signing this document, I certify that I have completed the 75 continuing education clock hours required for recertification, OR that my status is currently inactive but not expired; therefore, I agree to comply with the continuing education maintenance requirement.

Applicant's Signature

Date (mm/dd/yyyy)



REINSTATEMENT APPLICATION FEE: Currently \$50

- Please submit payment of past-due balance listed on the GCDF renewal or recertification notice in addition to the \$50 Reinstatement Application fee.
- All fees must be paid in U.S. dollars.
- CCE will review your reinstatement packet within six weeks of receipt.
- You will be notified of your status and informed if further information is needed.

If you wish to submit this application via email, DO NOT complete the credit card information on this page.

Check this box and email your application to credentialinfo@cce-global.org. Please note that we cannot take payment via email. We will reach out to you via email with instructions after you email your application.

METHOD OF PAYMENT

PLEASE FILL OUT ELECTRONICALLY OR PRINT CLEARLY

Applicant's Name: _____

Telephone: Day: _____ Evening: _____

Enclosed is a check or money order payable to CCE in the amount of \$ _____ (U.S. dollars).

Please charge the credit card listed below in the amount of \$ _____ (U.S. dollars).

Card Type: VISA MasterCard American Express

Name on Card: _____

Account Number:

Expiration Date: /

Card Security Code (from back of card):

Cardholder Signature: _____ Date (mm/dd/yyyy): _____

Submit your application and payment

- By mail: CCE; P.O. Box 63223; Charlotte, NC 28263-3223
- By fax: 336-482-2852

If you are mailing your application, be sure to make copies of all your application materials before submitting the originals. CCE cannot return any forms or documents to you or to a third party.