



REGISTERED CAREER CONSULTANT APPLICATION AND RENEWAL GUIDELINES

**Prepared by the
Education and Accreditation Committee
of the
International Association of Career Consulting Firms
(800) 565-2182
www.iaccf.com**

REQUIREMENTS FOR RECEIVING THE RCC

DESIGNATION RCC Competencies

To receive the RCC designation, a candidate must provide evidence of competency in the following areas:

1. Guide clients in understanding how assessments and/or psychological tests can help clarify skills, aptitudes, interests, and values.
2. Facilitate client's development of long-term career and life goals.
3. Lead and support clients in taking responsibility for their own career decisions (past and present).
4. Provide assistance and/or guidance on preparation of career marketing documents (including, but not limited to, resumes, and job-search related correspondence).
5. Coach and prepare clients on interviewing and negotiating.
6. Teach clients how to use multiple search avenues including; developing personal contacts through networking, working with headhunters, search firms, recruiters and employment agencies, as well as responding to published openings.
7. Assist clients with the use of internet resources and social media to facilitate job search success.

Validating RCC Competencies

A candidate for the RCC designation may provide supporting evidence of competency in the following ways:

- Company training.
- Continuing education courses taken and/or seminars/workshops attended.
- Certification relevant to the field of Career Management.
- Letters of reference and/or commendation from previous employers attesting to the candidate's competency in any of the above named areas.
- Case Studies of the candidate's work with clients demonstrating specific competencies.

The RCC candidate must adhere to the ethics and standards of the Association. The annual fee for RCC registration is \$50 for consultants working with a member firm, \$500 for consultants that do not work with a member firm.

REQUIREMENTS FOR MAINTAINING RCC STATUS

To maintain the RCC status, 24 Professional Development Units (PDUs) are required every two years, demonstrating a Career Consultant's commitment to skill growth and professional development. PDUs may be earned through the following activities and events:

1. IACCF Conference Attendance

Consultants must attend the IACCF conference at least once every 2 years to maintain RCC status. A summary of the conference and what was learned should be submitted with the PDU tracking form. **15 PDUs may be earned for attendance at all conference sessions.**

2. Seminar and Workshop Attendance

Sessions may be internal to the member firm or external. Topics should provide additional knowledge and skill related to Career Management.

A summary report should be submitted with the PDU tracking form. A presentation by attendee(s) may be shared with other company consultants, which could generate additional PDUs. **One PDU may be earned per contact hour.**

3. Case Study Review

Case Study Reviews and presentations may be conducted as part of staff meetings or in service. They may include "client success stories" or "client challenges" presented for feedback from other consultants for development of ideas / new strategies / coaching plans.

One PDU per two hours of preparation and one PDU per contact hour with a maximum of six per case study. Both presenters and attendees are PDU eligible.

4. Literature Review

Literature Review may consist of a 400-500 word review of a book which relates directly to the career management field; or, a compilation of at least 3 summarized articles focused on a relevant topic, trends or issues in Career Management. **Four PDUs may be earned per review/summary.**

It is recommended that the reviews or summaries be distributed and presented to other Consultants, who would then be PDU eligible at one PDU per contact hour.

5. Presentations

PDUs may be earned for a presentation to a local group, organization or class on a topic relevant to Career Management. **One PDU may be earned per two hours of preparation and one PDU per presentation hour.**

6. Publications

PDU's may be earned for published articles. **One PDU awarded for news article, three PDU's awarded for a web site article, and five PDU's awarded for a journal publication.**

7. College / University Courses

PDU's may be earned for academic courses that have application to the field of career management. PDU's earned are equivalent to the number of credit hours assigned to the course.

8. Material / Tool / Procedure Development

This includes the design, creation and / or development of materials, tools, procedures, policies, etc. to be used in the operations of the member firms and/or for the consultants' use. **One PDU for every two hours of development time with a maximum of six PDU's each.**

9. Committee Activity

Active participation on an IACCF Board Committee or an association related to professional development. Submit a summary of committee work with a PDU tracking form. **Three PDU's per year.**

10. Community Events

Participation in a selected/predetermined number of community events that may include career fairs, networking events, career management related events, college career centers, etc. **PDU's to be determined by each member firm's management staff with a maximum of six per year.**

The renewal date for all RCC's is September 1st of the renewal year. The annual RCC registration fee is due September 1st each year.

Annual registration fee: \$50 for consultants working with an IACCF member firm.
 \$500 for consultants not working with an IACCF member firm.



APPLICATION FOR THE REGISTERED CAREER CONSULTANT DESIGNATION

First Name: _____ Middle Initial: ____ Last Name: _____

Sponsoring IACCF Member Firm: _____

I have achieved competency in all seven competency areas. I have provided evidence of competency and attached appropriate documentation. I have read, and pledge to uphold, the ethics and standards of the International Association of Career Consulting Firms. I have enclosed the appropriate first year fee.

To the best of my knowledge, this information is accurate.

Signature: _____ **Date:** _____

Competency	Validation Method	Documentation (✓)
Guide clients in understanding how assessments and/or psychological tests can help clarify skills, aptitudes, interests, and values.		
Facilitate client's development of long-term career and life goals.		
Lead and support clients in taking responsibility for their own career decisions.		
Provide assistance and/or guidance on preparation of career marketing documents.		
Coach and prepare clients on interviewing and negotiating.		
Teach clients how to use multiple search avenues including: developing personal contacts through networking, working with search firms and employment agencies, responding to published openings.		
Assist clients with the use of internet resources and social media to facilitate job search success.		

