What is the Specialized Certificate in Career Advising?
Career development is an interdisciplinary field which takes into account workplace dynamics and individual growth and change. Career advisors help focus clients’ skills, interests and values while teaching them how to gather information about workplace options and helping them develop strategies to reach their career goals.

This certificate program is designed for WIB/One-Stop career advisors to bring them the latest information on current economic trends, coaching techniques, career-building strategies, and interpersonal communications. Career advisors provide an array of employment and training related services for workers, youth and businesses through a nationwide network of One-Stop Career Centers.

Career Advisors work with individuals in all stages of work or life, including those transitioning fields, students looking for their first job, veterans re-entering the job market, or individuals facing retirement. The diversity of clients reflects the dynamic and evolving workforce in the U.S. This program provides an organized and comprehensive approach to information, theories and best practices in career development.

View certificate info at extension.ucsd.edu/CareerAdvising.

Who should take this program?
Students completing the program are eligible to receive the Certified Workforce Development Professional (CWDP) certification through the National Association of Workforce Development Professionals (NAWDP). The CWDP is a nationally recognized credential for individuals who have demonstrated they have what it takes to provide the highest quality services to our nation’s job seekers and businesses.

How long is the program?
Career Advisors will participate in 3 courses approximately 100 hours of instruction and coursework over 3 quarters; i.e. eleven weeks of study for each course, and will earn 12 academic credits from UC San Diego Extension. Courses start at the beginning of each quarter in January, April, July, and October.

Are the classes on-line?
Yes, all of the courses are on-line and have been created using Blackboard™— a learning management system software application that enables educational course content to be delivered over the internet (online). Click here to link to Blackboard™ and take a course tour, learn about system requirements and review our FAQ’s!

On a weekly basis, students must logon and review the lectures, activities and complete the assignments for that week. Together, students and instructors will be creating a learning community where ideas and concepts are shared using various online learning approaches, including structured activities, varied readings, group discussions and lectures.

What are the Required Courses?

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<th>Course Name</th>
<th>Course #</th>
<th>Units</th>
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<tbody>
<tr>
<td>Foundation Principles for Career Advisors</td>
<td>BUSA-40801</td>
<td>4</td>
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<tr>
<td>Skill Development for Career Advisors</td>
<td>BUSA-40806</td>
<td>4</td>
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<tr>
<td>Specialty Areas for Career Advisors</td>
<td>BUSA-40810</td>
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How much does the program cost?
Each course is $895. Students pay for each of the 3 individual courses at the time of enrollment.

Do I need to complete an application?
Yes, the application must be submitted and accepted prior to course enrollment. Candidates are encouraged to register in the certificate program as early as possible to take advantage of program benefits.

Apply online now.
Do the courses need to be taken in sequence?
Both the Foundation Principles course and the Skill Development must be taken and passed before enrolling in the third course, Specialty Areas.

How do I enroll?
Review the certificate courses on our website to choose your course. Click on the link to review course details. Click on the Add to Cart button. NOTE: Courses, instructors, locations, dates, and fees are subject to change without notice.

I have a bachelor's degree and am employed. Would a certificate program benefit me?
Yes, certificate programs offer concentrated study in areas directly applicable to many jobs and can add breadth and depth to your existing knowledge and skills. By applying new skills at your workplace, it may also provide opportunities for career advancement.

I do not have a college degree. Will I be able to handle the courses?
A college degree is not required to enroll in this certificate program. Some certificate programs include special introductory courses to familiarize students who are new to the topics at hand or allow others to refresh their knowledge. Advanced courses usually have prerequisites that supply necessary background. Some programs, such as nursing, engineering, and teaching, require advanced or specialized degrees. Specific program requirements are listed within each certificate description.

Do I have to take a certificate course for academic credit?
A course has to be taken for credit in order to apply it towards a certificate. Therefore, you must choose either the credit option Letter Grade or Pass/No Pass. Unless otherwise stated, students must earn a grade of "C-" or higher in order to earn credit toward the certificate. "Pass" is awarded for "C-" work or better.

I received a D in one of the courses. Will this count toward the certificate?
No. If you did not receive at least a "C-" in a required course, you must repeat the course and earn a grade of "C-" or higher. If you did not receive at least a "C-" in an elective course, you may substitute a different elective course with a passing grade for a failed elective course.

How many courses can I take each quarter? May I skip a quarter?
Yes, because our typical certificate students are working adults, you have the option to take as many courses as you feel you can handle or skip a quarter if necessary. To ensure that certificate coursework remains current and relevant, you have five years to complete your certificate program unless the program description states otherwise. The academic department offering the certificate program is available to discuss program, scheduling and completion requirements.

Can I take a course toward a certificate if it's not listed as part of the requirements?
Only approved courses count toward your certificate program. Due to the post-baccalaureate level of Extension coursework and the intent of many certificate program students to further specialize and develop their current careers, you may have acquired industry knowledge outside of the classroom.

Can the courses in the certificate program apply toward an undergraduate or graduate degree?
Each individual college or university decides whether or not to accept UCSD Extension credit. If you wish to transfer credit, it is your responsibility to confer with that institution's advisor before enrolling.

Do you have information to assist international students in obtaining the Form I-20 visa?
The form I-20 (Certificate of Eligibility for a Student Visa) is available only for full-time study in select certificate programs. Additional information can be found within the International Students section of the Student Services FAQ. Unless otherwise noted in program and/or course descriptions, the language of instruction in courses offered as part of a certificate program is English.
Extension Student Services
Our staff values each one of our students and we are here to offer you personalized, friendly service. If you want to enroll in a course, request a transcript, ask about financial assistance or simply need driving directions – our student services staff is here to help. Contact us at (858) 534-9999, unex-reg@ucsd.edu, or stop by one of our locations. For more information on Student Services, visit extension.ucsd.edu/student.

Career Assistance
Resources are available for students needing assistance with career advising. More information about courses, workshops and coaching is available at extension.ucsd.edu/careers.

Career Connections
Career resources offered by O*Net, an online portal for career exploration, job analysis and self-assessment tools. Career/job searches offered by Indeed, where thousands of jobs and internships are posted daily. Users may also upload resumes for search by employers.

Financial Assistance
UC San Diego Extension is pleased to provide information regarding financing your continuing education needs. Money need not be an obstacle in furthering your education. Private Student loans are available to assist students with the cost of enrollment fees, certificate fees, and required textbooks.

Private Lender Loans
UCSD Extension has established a business relationship with UC Approved Lenders. Students can compare loan details including interest rates, repayment options, applicable fees, etc to assist in finding a lender that best meets your student loan needs.

- Private Lender List for Extension 2014-2015

The complete loan process is coordinated between the lender and the student. The school becomes involved in the process when the lender requests a certification of the loan. Please allow approximately 3 weeks to complete and receive your student loan funds. Students may visit the lender's website for more information and to apply online.

We encourage you to contact your own bank to research all possible lending solutions. Students enrolled in Extension courses are not eligible for federally funded (Title IV) scholarships, grants federal work study or direct loans.

More information regard Loan Certification, Application Tips, FAFSA, CalVet College Tuition Fee Waiver, Education Tax Credits, Hope Scholarship Credit, Lifetime Learning Credit, etc. can be found by clicking on this link or on our website under Student Resources: http://extension.ucsd.edu/student/index.cfm?vAction=financial

Information
For additional information, please contact Darlene Hammon, Program Manager, at corped@ucsd.edu or (858) 534-9151.

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