

**To assist you in your search, the National Career Development Association (<http://www.ncda.org/>) offers the following:**

Where can I find accredited career counseling programs?

You can find accredited programs by using an online directory provided by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).  
<http://www.cacrep.org>

How can I find a career counselor?

- The NCDA list of Approved Counselors and Professionals is online. The list is organized by state and includes email addresses.
- A listing of National Certified Career Counselors in your state may be obtained from:  
National Board for Certified Counselors (NBCC)  
3-D Terrace Way  
Greensboro, NC 27403  
(800) 398-5389
- Many states have counselor licensure laws and state boards that oversee this licensing process. Check your local phone directory under state government or check with your public library for the address and phone number of your state counselor licensing board. You may contact them for a list of licensed counselors or to check the credentials of a specific counselor.
- Use the telephone yellow pages. Check under career counseling. As you scan names, check to see if they describe their credentials in the yellow page ad. When you call, ask these types of questions:

Are you a National Certified Career Counselor?

Are you licensed to practice counseling in this state?

Are you a member of a national or state career counseling professional association?

What special training do you have in the area of career?

- Ask friends and family for the names of career counselors with whom they have worked.
- Check with the library to find lists of career services in educational and community agencies such as colleges, community colleges, public school adult education programs, state employment service, vocational rehabilitation, or special career services.

What do career counseling clients have the right to expect? You may ask career counselors for a detailed explanation of services, fees, time commitments, and a copy of their ethical guidelines. Select a counselor who is professionally trained, who specifies fees and services upon request, and who lets you choose the services you desire. Make certain you can terminate the services at any time, paying only for services rendered. Career counseling requires the expertise of a trained professional. Be wary of services that promise you more money, quick promotions, or guaranteed resumes. Career issues are usually complex and require a multifaceted approach by

a career counselor who has extensive education, training, and experience. Be skeptical of services that make promises of more money, better jobs, resumes that get speedy results, or an immediate solution to career problems. Professional career counselors are expected to follow the ethical guidelines of organizations such as the National Career Development Association, the National Board for Certified Counselors, and the American Counseling Association. Professional codes of ethics advise against grandiose guarantees and promises, exorbitant fees, breaches of confidentiality, and related matters of misconduct. You may wish to ask for a detailed explanation of services offered, your financial and time commitments, and a copy of the ethical guidelines used by the career counselor or service you are considering.

Ask any counselor you are considering for a detailed explanation of services (career counseling, assessment, employment search strategy planning, resume writing, and so forth). Make sure you understand the services, your degree of involvement, and your financial commitment.

What are some questions I can ask myself about my own career? As you think about your career, it might help to ask yourself these questions:

- How satisfied are you with your current job? What are the main satisfactions and dissatisfactions? What are your hopes and fears regarding your current job?
- What can you do to make your current job better? How might you change aspects of your job? How might you change work groups or projects? How might you change the meaning of work in your life? If you decided to do so, how might you change jobs?
- What are your goals related to work and your career? In the near future? In the long-term future? What are your long and short term priorities for work and your career?
- What actions, if any, do you need to take regarding your job and career? Now? In three months? Long term?