

# HIDDEN GEMS

This course is available for your professional development by the

## MARYLAND CAREER DEVELOPMENT ASSOCIATION

For GCDFs, it is pre-approved for recertification by the Center for Credentialing and Education (CCE).

### EARN 12 CONTACT HOURS

If you are a career professional looking to improve your skills and add to your toolkit, a GCDF looking for recertification hours, or a CDF instructor wishing to maintain certification, this course is for you. What you learn will be of huge value as you help your students and clients with their career development and job searching.

The *online, self-paced* course features several little known tools and original activities that you can use to help you work with individuals as they ponder their future careers, prepare for occupations, find jobs, and make career transitions.

This course covers 29 activities and interactive tools in each of the following areas:

**Identifying Interests and skills**  
**Finding information on occupations**  
**Improving Job Skills**

**Finding education and training programs**  
**Finding and landing a job**  
**Making a career transition**

After completing all the requirements you will receive a certificate of completion for 12 contact hours. The course must be completed in 3 months.

### What you need to complete this course.....

Internet Access (preferably high speed as that will save you some time)

Ability to read MS Word documents

Adobe Reader for pdf files (5.0 or higher)

Ability to view videos

Ability to hear mp3 (audio files)

Textbook (provided when you register)

The discipline to follow through with each activity on your own

Register for the course at: <http://www.mdcareers.org> (Professional Development tab)

(Payment by credit card or check) COST: \$275

Now have a chance to see what others have waited in line for. Dr. Janet E. Wall's conference presentations on interactive web tools (hidden gems) have attracted standing room only crowds.

For more information, contact [careerfacilitator@earthlink.net](mailto:careerfacilitator@earthlink.net) or call 202-465-5774.