



## Global Career Development Facilitator (GCDF) Credential Maintenance Requirements

### Credential Maintenance Requirements

Your **Global Career Development Facilitator (GCDF)** credential is valid for five years, after which you must recredential. The chart below summarizes the steps you must take annually to maintain your credential with the Center for Credentialing & Education (CCE).

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Annual Maintenance Fee</b>	\$40	\$40	\$40	\$40	\$40
<b>GCDF Code of Ethics Adherence (Part of annual fee or recertification notice)</b>	Annual payment verifies adherence to the GCDF Code of Ethics				Signed attestation required
<b>Late Fee</b>	<b>\$15</b> , applied only if the annual maintenance fee is not paid by due date				
<b>Submit Continuing Education Clock Hours * Documentation</b>	N/A	N/A	N/A	N/A	<p><b>Only if:</b></p> <ul style="list-style-type: none"> <li>Your credential expires and you wish to reinstate it,</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Requested by CCE as part of random audit *</li> </ul>

### Failure to Renew or Recredential

<p><b>Reinstatement Application and Fee (\$50 plus past due balance)</b></p> <p><a href="#"><u>Reinstatement Application available here</u></a></p>	<ul style="list-style-type: none"> <li>Only if credential status becomes inactive due to failure to pay latest annual maintenance fee and any late fee</li> <li><b>Cannot</b> use GCDF logo or designation if credential is inactive</li> </ul>	<ul style="list-style-type: none"> <li>Only if credential expires due to failure to fulfill recertification requirements, including annual fee, ethics attestation, and continuing education</li> <li><b>Cannot</b> use GCDF logo or designation if credential is expired</li> </ul>
-----------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- CCE will send an annual maintenance fee notice via U.S. mail approximately **six weeks** prior to your payment due date.
- Please pay your annual maintenance fee by the due date to avoid a late fee. Payment indicates you agree to adhere to the GCDF *Code of Ethics*. In the fifth year, you must also sign the ethics attestation to recredential.

\* Each year, CCE randomly selects 10 percent of recertifying GCDFs for audit. Your recredentialing notice will indicate if you are selected for audit.