THINK BIG

THE FIRST-EVER

NCA NATIONAL CAREER DEVELOPMENT CONFERENCE

DALLAS TEXAS

MAY 5-7 2022
For many NCA members, the National CDC provides a showcase for their talents in the NCA Competitive Events Program. Prepare well, do your best, and enjoy the competitive event experience.

For others, it’s the opportunity to meet, greet, and network with thousands of fellow NCA members who share the same professional goals. You’ll feel the pride of being a part of your state association and representing your school.

But that’s not all! There is also a lot to learn at the Career & College Expo, Educational Workshops, and General Sessions!

From big cities to big hair, everything is bigger in Texas! That’s why there is no better place to host the first-ever National Career Development Conference of the National Career Association, May 5-7, 2022, in Dallas, Texas! It’s time to THINK BIG!

For more than 40 years, the Career Association has been a cornerstone of Jobs for America’s Graduates at the local and state level, but in 2021 we officially launched the National Career Association (NCA). The NCA amplifies the student voice of JAG providing opportunities to lead, learn and advocate for yourself and others at the local, state, and national levels! And there’s no better way to celebrate being a part of this great organization than to attend the first-ever National CDC!

The National CDC has a LOT to offer:

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- For others, it’s the opportunity to meet, greet, and network with thousands of fellow NCA members who share the same professional goals. You’ll feel the pride of being a part of your state association and representing your school.

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When all of your work is finished Dallas offers many options for having some fun. Among the many attractions are: Six Flags Over Texas, Sixth Floor Museum at Dealey Plaza (JFK Memorial), the Dallas Aquarium, The Dallas Museum of Art, the George W. Bush Presidential Library or the Galleria Mall with shopping and an ice rink!

This has been an exciting year of growth and positive change for the National Career Association, and it’s not over yet! We have a lot of work to do in the months to come and look forward to celebrating your accomplishments with you in Dallas.

To help you and your members take advantage of the National CDC, you will find the information you need to register your delegation in this Conference Guide. Please pay particular attention to the conference pre-registration forms to complete.

We invite you to THINK BIG and join us in Dallas!
Tentative Agenda

Wednesday, May 4

1 PM - 2 PM  National Officer Candidate Exam
4 PM - 6 PM  National Officer Candidate Interviews
6 PM - 8 PM  Nominating Committee Meeting
6 PM - 8 PM  CSA/State Advisor Dinner
12 AM  Curfew

Thursday, May 5

8 AM - 11 AM  Conference Registration
1 PM - 2 PM  Advisor Orientation
1 PM - 4 PM  Career & College Expo
1 PM - 4 PM  Educational Workshops
2 PM - 4 PM  Voting Delegate Meeting
2 PM - 4 PM  Competitive Events (as scheduled)
7 PM - 9 PM  Opening Session
12 AM  Curfew

Friday, May 6

All Day  Competitive Events (as scheduled)
9 AM - 5 PM  Career & College Expo
9 AM - 5 PM  Educational Workshops
3 PM - 6 PM  NCA Business Session
10 PM  Student Entertainment
12 AM  Curfew

Saturday, May 7

All Day  NCA Day in Dallas
7 PM  Awards Session
10 PM  Grand Awards Dance
1 AM  Curfew

*This agenda is tentative and subject to change. Please refer to jag.org/NCDC for event updates regularly.
Ten competitive events will be conducted at three division levels at the National CDC. Competitive events are conducted as incentives for participants to be recognized for achievement related to employability skills and leadership developed through the JAG Model program.

**Competitive Event Guidelines and General Rules and Regulations**
Study the Competitive Events Guidelines to make sure you and your students prepare for the events with the latest guidelines. The General Rules and Regulations for Competitive Events and specific guidelines published in the Competitive Events Guidelines will provide the basis for operation and competitor assessment at the National CDC. All competitors and their advisors should be thoroughly familiar with the rules for their chosen events. Equipment and/or supplies to be provided by the competitor are specified in some events. It is the competitor’s responsibility to check the guidelines.

**Eligibility**
At the national level, competitors may compete in ONE EVENT ONLY, except for the recognition events. Individual and team participants in national competition must have competed in the same event at the state level for which they are entered at the national level. This competition must have taken place in the school year immediately preceding the National CDC. [Exceptions to this rule: substitutions or additions to team events, and recognition events.]

**Orientation and Scheduling**
Competitor Orientations will take place directly before the round one event. There will not be time between the Orientation and the start of the event to go back to your room. Competitors will need to bring all items for their competition to the orientation and be properly dressed, as their appointment time may be right after orientation.

**Random Appointment Assignment**
Appointment times will begin immediately following orientation. You may be the first to report, you may be the last, or somewhere in between depending on your random appointment assignment. Prepare for any possibility.

**Event Personnel Meeting Timing**
Event Personnel Meetings will take place directly before the round one event starts, instead of an earlier time or day.

**Dress Code**
Students must be appropriately dressed according to the event guidelines.
NCA LEAD provides members with a valuable learning experience to develop their leadership skills at all levels.

Registered attendees must attend the entire workshop.

$25 fee for materials per participant

LEAD 101: LOCAL MEMBERS
For members that have not served as a chapter officer. Areas of focus: self-esteem building techniques, communication practices, goal-setting, leadership principals, and a commitment to strive for excellence.

LEAD 201: CHAPTER OFFICERS
For members who serve as local chapter officers. Areas of focus: traits of an effective officer, people management skills, time management, and increased professionalism.

LEAD 301: STATE OFFICERS
For state officers only. Areas of focus: ambassadorship, personal leadership strength & weaknesses, teamwork, networking, advocacy skills, connecting leadership skills to organizational strategies.

WORKSHOP SCHEDULE
Thursday, May 4
9:00 AM - 12:00 PM  State Officers
1:00 PM - 4:00 PM  Local Members

Friday, May 5
9:00 AM - 12:00 PM  Local Members
1:00 PM - 4:00 PM  Chapter Officers

*Schedule subject to change based on the number of registrations.

REGISTRATION
Pre-registration is required and is first-come, first-served. Please register delegates on the NCDC Registration line. Onsite registration will be based on space availability.
For airport arrival and departure purposes, each delegation is responsible for transportation to and from the hotel.

One of the best educational experiences is learning through travel! The City of Dallas is rich in history and has a wide variety of options available to entertain you while you are at the National CDC.

Additional tour and entertainment opportunities will be available to all conference delegates. Please check www.jag.org/ncdc in March for information on registering for tour options.
Please read all registration information very carefully to avoid any difficulty in registering your delegation for this conference.

**REGISTRATION FEE: $75**
- Student Members  $75
- Specialists/Chaperones $75
- Guests/Family  $75

**THE REGISTRATION FEE INCLUDES:**
- All General Sessions
- Entertainment
- Speakers
- Educational Workshops
- Media Productions
- Rentals
- Recognition Awards
- Registration Materials
- Conference Program
- Awards
- Meeting Room Rental
- Other Conference Operating Expenses

**DElegates are responsible for the following expenses:**
- Hotel room costs including taxes and fees
- All Meals
- Transportation to and from the host city (i.e. airline, bus, or train tickets)
- Transportation to and from the hotel
- NCA Lead Workshop (optional)

**REGISTRATION DEADLINE: APRIL 15**

**PAYMENTS**
Checks should be made payable to Jobs for America’s Graduates and mailed to:

**Jobs for America’s Graduates, Inc. (JAG)**
Attn: Katherine Travis
1600 Duke Street, Suite 210
Alexandria, VA 22314-2720

Registration payments will also be accepted onsite via check or cash. JAG does not accept credit card payments.

**REFUNDS AND CANCELLATIONS**
No refunds will be issued after **April 15**. Substitutions by states are allowable until Noon on Wednesday, May 4, 2022. Cancellations and substitutions must be made in writing to hope.antrim@jag.org.

**QUESTIONS?**
For technical support, please call 972.691.4486 and we will be glad to assist you.
### CONFERENCE INFORMATION AND REMINDERS

#### Registration
Online registration is available for this year’s National CDC at jag.org/NCDC. Read the instructions carefully and register online. Registration is available by state or chapter. Please check with your CSA Representative to determine your state’s preferred registration method.

#### Conference Information
Read everything carefully. Invest time to become acquainted with registration forms, competitive event requirements, tours, etc. Don’t hesitate to call other advisors, your state advisor or CSA, and the JAG Headquarters for advice or answers to questions. Check www.jag.org/ncdc for regular updates regarding the conference.

#### Tentative Agenda
Review the tentative conference schedule to help chapter members plan their arrival and departure times. Check with your state advisor for any state specific requirements and/or mandates (i.e. group travel, registration method, state materials).

#### Attendance Eligibility
- All NCA members in good standing are eligible to attend the National CDC. Each NCA member attending shall:
  - Be a member in good standing of the NCA (as defined in the Bylaws).
  - Have approval of a parent or guardian unless the member is of legal age.
  - Have approval of the local NCA chapter advisor.
  - Have approval of the school administration.
  - Have approval of the Chartered NCA State Association.

#### National Career Association Divisions
Middle School Division (grades 6-8); Secondary Division (grades 9-12); and Out-of-School Division (pursuing a GED or high school equivalency through an Out-of-School Program). For competition, members will only compete against members of their same division.

#### Code of Conduct and Medical Liability Release Forms
Forms must be completed with appropriate signatures and emailed to nca@jag.org before the National CDC. Please keep a copy for your files. It is the state’s responsibility to ensure National JAG has a copy for each delegate. Forms can be found at www.jag.org/ncdc

#### Curfew
All NCA members are asked to abide by curfew times and not leave their rooms after the published time in the program book.

#### Local and State Advisors’ Orientation Meeting
All local and state advisors are encouraged to attend the orientation meeting. Any changes in the program will be given at this time. This orientation is provided to ensure a smooth-running competitive events program and conference.

#### Conference Insurance
Conference insurance (accident and liability) has been secured for all conference delegates. Protection can extend up to three days before and three days after the conference. Coverage begins upon arrival at the CDC until the posted departure. Each NCA state association and local chapter are responsible for member protection and should secure insurance against accident and/or liability claims while traveling to the CDC with advisors and members.
**CONFERENCE REMINDERS CONTINUED...**

**Hotel Block Accommodations**
For liability reasons, all registered delegates MUST stay in an approved conference hotel. Delegates who are NOT staying in an approved conference hotel will be disqualified from all NCA activities and events. Anyone who stays in a hotel room in the NCA room block must be a registered National CDC delegate.

**Hotel Property**
Conduct at any NCA function, whether it is a general session or in the cleanliness of a sleeping room, should make a positive contribution to the reputation of JAG and NCA. Advisors should check rooms before departure from the hotel to ensure that they are left in good condition. Delegates are responsible for any vandalism to hotel rooms or property and will be expected to pay any and all damages incurred.

**Conference Name Badges**
Conference name badges must be worn at all times. For conference activities, wear your name badge in plain sight to ensure your admittance to conference functions. The name badge serves as the entry to all official conference functions including general sessions, business session, workshops, and for bus transportation to competitive event sites. For security purposes, do not wear the conference badge while touring the city.

**General Session Tickets**
Delegates must have tickets to attend the Opening General Session and the Awards Session. Only registered delegates and guests may attend the General Sessions and entertainment activities. Your conference name badge will serve as your admission ticket to all Educational Workshops and entertainment activities. Please remember seating for Educational Workshops is on a first-come, first-served basis while space is available.

**Non-Discrimination Policy**
NCA is committed to creating and maintaining a healthy and respectful environment for all leaders and members. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all NCA members and advisors to uphold and contribute to this climate. NCA is compliant with the Americans with Disabilities Act.

**Reasonable Accommodation Policy**
NCA members with disabilities or who do not speak English will be reasonably accommodated in competitive events or other activities through event modification as a means of providing an equal opportunity. Such members may be allowed to provide and utilize special equipment that NCA may not be able to provide. For competitors speaking a second language, NCA will make every effort to assist in finding interpreters as needed. Requests for reasonable accommodation must be indicated on the delegate registration form and submitted to NCA by the listed deadline in the program book.

**Reproduction of Photographs or Videos**
As a delegate to the National Career Development Conference or the National Student Leadership Academy, permission is granted to make photographs, videotapes, broadcasts, or other visual or sound recordings, separately or in combination available for reproduction for educational and promotional purposes by NCA unless it is made known by the delegate during registration. A release statement is part of the Code of Conduct.
Dress Code

Attire reflects directly upon image of the NCA members and the National Career Development Conference. Because delegates will be joined by public and private industry leaders as judges and guests, delegates are asked to dress appropriately for all events.

Official Uniform

NCA Official Uniform includes:
- Blazer with the NCA Emblem affixed
- Matching dress slacks, dress skirt, or business dress
- Collared dress shirt, dress blouse
- Matching tie

Business Attire

Business Attire includes:
- Business suit, sport coat or blazer; tie optional
- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress blouse, or dress sweater

Business Casual

- Casual slacks (i.e., khakis or chinos)
- Polo, blouse, or shirt
- Socks, and casual shoes.

Casual Wear

- Denim jeans
- Sweatshirt or t-shirt
- Canvas shoes or athletic shoes

Unacceptable Attire During NCA Events

- Swimwear
- Athletic clothing
- Clothing with printing that is suggestive, obscene, or promotes illegal substances or behavior

Note: All dresses and skirts must be at or below the knee. All blouses and dresses must have a two-inch shoulder strap.

Business attire is required for General Sessions, Competitive Events, and Workshops.

Casual Attire is acceptable for Leadership Sessions, Social Events, Tours, and Entertainment.
JAG will strictly follow COVID-19 safety procedures as outlined by the Centers for Disease Control and Prevention, the World Health Organization, the Occupational Safety and Health Administration, the State of Texas, the City of Addison (Dallas), and any other governing Federal or local government agency.

The health and safety of all visitors to JAG conferences remains our top priority. We are closely monitoring government mandates and policy changes, Centers for Disease Control and Prevention (CDC) guidelines and public health advancements. As information pertaining to the virus continues to develop, we will adjust our approach as needed and keep you up to date with new developments to ensure a coordinated effort and a safe environment for all JAG conference attendees.

During your attendance at the National CDC, you will be required to support our COVID-19 Safety Measures, and strictly follow our COVID-19 policies and procedures. These COVID-19 policies and procedures may include but are not limited to personal sanitization, mandatory face covering, and social distancing. These policies and procedures may be modified at any time in advance of or during the conference.

Conference attendees should be prepared to show proof of vaccination and/or a negative PCR test taken within 72 hours of arrival to the conference. In addition, conference attendees may be asked to participate in a wellness check during conference registration. Screening questions include:

- Are you fully vaccinated?
- In the past 24 hours, have you experienced COVID-19 symptoms?
- Have you or people whom you have close contact with, like someone who lives in your house, a relative, a friend, or a co-worker
  - tested positive for COVID-19 in the last 14 days or
  - had any COVID-19 symptoms in the last 14 days?

In addition, the Medical Release Form completed by all conference delegates must include an ASSUMPTION OF RISK, WAIVER OF RISK AND RELEASE OF LIABILITY AND INDEMNIFICATION FOR ATTENDING 2022 JAG CONFERENCES WARNING RELATED TO COVID-19 INFECTION.

We are committed to implementing conscious and intentional measures to not only combat COVID-19, but promote healthy best practices that will become the protocol for all events during high- and low-risk time periods alike.

Please continuously check www.jag.org/ncdc. We will continue to revise our procedures as needed to reflect the current COVID-19 safety procedures.
FOR THE FIRST-EVER NCA NATIONAL CAREER DEVELOPMENT CONFERENCE

The National Career Development Conference (National CDC) is an opportunity for all NCA members to participate in general sessions, competitive events, educational workshops, leadership development training, and college and career exploration. The NCDC also serves as a recognition opportunity for NCA members for participation in NCA activities.

LEARN MORE AT JAG.ORG/NCDC