

Guidelines for CDU recognition

- GCDFs may apply for CDU recognition with courses not yet approval by CUSCS. To apply for CDU recognition, please upload relevant information to the CDU Recording System for assessment and approval.
- Whether a course can be recognized as a CDU or the number of hours to be **recognized is at the total discretion of CUSCS.**
- GCDFs are required to complete 75 CDUs as requested by the Center for Credentialing and Education (CCE) within 5 years of your credentialed period. CDU must come from at least 2 of the following categories and from two anniversary years:

	CDU Category*	Remarks
1.	Training Includes: <ul style="list-style-type: none"> • Teaching GCDF classes as a Trainer 	<ul style="list-style-type: none"> • Actual hours of contact will only count once for the same topic/module taught in each five-year credentialing period
	<ul style="list-style-type: none"> • Acting as a Supervisor at group supervision 	<ul style="list-style-type: none"> • All actual hours of contact count in each five-year credentialing period
	<ul style="list-style-type: none"> • Marking Case Study 	<ul style="list-style-type: none"> • 3 cases equal 1 CDU
2.	Award-bearing Programmes offered by recognized education institutions	<ul style="list-style-type: none"> • Each programme counts once in each five-year credentialing period, irrespective of individual modules
3.	Non-award bearing short courses <ul style="list-style-type: none"> • As a student • As an instructor and a course developer for CUSCS courses. 	<ul style="list-style-type: none"> • Each course counts once in each five-year credentialing period
4.	Seminars, workshops and conferences <ul style="list-style-type: none"> • As a participant • As a presenter 	<ul style="list-style-type: none"> • Each topic counts once in each five-year credentialing period


	CDU Category*	Remarks
5.	Service to GCDF Hong Kong Programme <ul style="list-style-type: none"> As a speaker in Preparatory Workshops 	<ul style="list-style-type: none"> 1 workshop equals 1 CDU
	<ul style="list-style-type: none"> Supervised Practicum: includes 職涯 GPS Schemes Initial consultation of clients for Integrated Case Study on Day 6 	<ul style="list-style-type: none"> All actual hours of contact count in each five-year credentialing period
	<ul style="list-style-type: none"> As a volunteer guest client for Integrated Case Study on Day 6 	<ul style="list-style-type: none"> Equals 3 CDUs
	<ul style="list-style-type: none"> Other Services 	<ul style="list-style-type: none"> To be considered on a case-by-case basis

**All activities must cover one or more GCDF competencies.*

- When you apply for recognition of any activity completed for the purpose of claiming CDUs, the following criteria will be considered in assessing your application as well as the CDU-hour equivalence.

Criteria for Assessing CDUs of the GCDF HK-Programme		
1.	Relevance	Activity should relate to one or more of the 12 GCDF competency areas
2.	Target	Activity should be intended for professionals in the field of career development
3.	Competence	Activity should be pitched at a level that enhances one's role as GCDF
4.	Duration	Activity should be completed during the five-year credentialing period
5.	Quality	Activity should be conducted by instructor / facilitator with qualification, expertise, or credential required

- CUSCS provides a variety of courses eligible for CDU recognition. Please look for courses with the CDU icon on the School website or the GCDF website. Recognised CDU courses offered by CUSCS taken BEFORE gaining your credential will be counted.

(CDU icon: )

- You can also apply for CDU recognition with courses offered by other institutions, taken AFTER you gained your GCDF credential, or those you are taking or planning to take.
- Courses with a completion date beyond the five-year credential period will only be considered on a case-by-case basis.
- **You are required to claim your CDU with a proof of completion. CDU will not be automatically counted in My CDU Record without this claim procedure.**

For details, please log on to the CDU Recording System or contact us at gcdf_cdu@cuhk.edu.hk.