

National Career Development Conference Registration Guide



REGISTRATION INFORMATION

Be a part of the first-ever National Career Association National Career Development Conference (NCDC)! Students who qualify at the Alabama JAG District Career Development Conferences are eligible to compete as part of Alabama's state delegation to the first-ever NCDC!

UNIQUE FOR 2022: Alabama JAG delegation to NCDC 2022 will consist of:

- JAG Specialist from each JAG program in Alabama
- First-place winners of each of the eight competitive event categories at 2022 District Conferences
- JAG State Ambassadors

If the first-place winner does not plan to attend NCDC the second-place winner will have the opportunity to go in that slot. In the event the second-place winner is unable to attend in that category the third-place student will have the opportunity to compete at NCDC. We will continue in this dropdown order until Alabama JAG has a full delegation in all eight competitive event categories.

JAG State Ambassadors can attend in their role as an ambassador regardless of their competition status. Select "Ambassador" as their event category if you have a State Ambassador in your program who plans to attend but not compete.

Failure to submit students using the Intent to Compete form by 5 pm on March 21, 2022 disqualifies your programs student's participation in NCDC 2022.

Registration for JAG's National Career Development Conference is submitted to National JAG by the Alabama JAG State Leadership Team who receives and verifies the information from Program Specialists. All delegates, specialists, and chaperones attending the conference are required to register for the conference and ALL delegates must meet ALL eligibility requirements set by Alabama JAG.

WHERE/HOW TO SUBMIT REGISTRATION FORMS

All forms should be submitted to the online forms indicated below:

- [Form A \(Intent to Compete\)](#)
- [Form B \(Specialist Participation Application\)](#)
- [Form C \(Student Registration/Scholarship Invoice\)](#)
- [Form D \(Upload Link\) to submit your groups travel plans including flight time and numbers when applicable and hotel confirmations](#)
- [Form E \(Adult Registration/Statement of Assurance\)](#)
- [Form F \(NCDC Attendance Permission Form – DO NOT SEND TO Alabama JAG\)](#)
- [Form G \(T-Shirt Order Form\)](#)
- [Optional Form H \(Substitute Specialist Form\)](#)

National Career Development Conference Registration Guide



LODGING & HOUSING INSTRUCTIONS

Renaissance Dallas Addison Hotel

15201 Dallas Parkway
Addison, Texas 75001

Alabama JAG Specialists will coordinate all hotel reservations for their program delegates. All student delegates' scholarships are awarded based on the assumption of double occupancy rooms. If you do not have two students of the same gender to room together you may, according to your own school's standards, choose at your own discretion to coordinate room blocks with nearby schools/programs. This remains at the discretion of the specialist and their school's policies and procedures. All conference participants are required to book rooms through the conference hotel link and must stay at the conference hotel in accordance with the National NCA/JAG guidelines. Procedures for booking are outlined in the JAG NCDC promo packet found at <https://jag.org/ncdc/>. Hotel Accommodations are to be booked using the unique JAG link located [HERE](#).

The MAXIMUM number of students allowed in a room is three (3). Reservation requests that assign more than three students to any one room will not be accepted.

All attendees must stay in the official JAG/NCA property to participate in JAG's National Career Development Conference. All attendees must be a registered guest each night of the conference in their assigned and approved hotel, for a minimum of four nights, beginning Wednesday evening, May 4, 2022, and checking out Sunday morning, May 8, 2022.

According to the Delegate Conduct Practices and Procedures, any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or program responsible. Specialist's will be responsible for delegates' conduct.

NCDC Anticipated Costs (Per Participant)	Triple	Double	Single
NCDC Registration Fee	\$75.00	\$75.00	\$75.00
Alabama JAG Spirit Package	\$75.00	\$75.00	\$75.00
Hotel/Lodging (4 Night Total)	\$286.26	\$429.38	\$858.77
Airfare/Transportation to Dallas (Estimate)	\$500.00	\$500.00	\$500.00
Ground Transport to and from Airport (Estimate)	\$75.00	\$75.00	\$75.00
Special Tours or Add Ons	TBD	TBD	TBD
Meals (vary by student)	TBD	TBD	TBD
TOTAL	\$1,021.26	\$1154.38,	\$1583.77

National Career Development Conference Registration Guide



SCHOLARSHIP SCOPE & INCLUSION

Alabama JAG has worked with its corporate and industry partners, the Alabama State Department of Education, and the Alabama CTE Leadership Council to **secure scholarship funds** to offset many of the costs associated with travel to the first-ever NCDC.

Specialist Scholarships: Scholarships will be awarded to one specialist per program and includes the following:

- Lodging stipend for a single occupancy room (four nights, check-in Wednesday, May 4, check-out Sunday, May 8)
- Airfare/ground transport stipend of \$575
- Spirit package (received on-site)
- Champ Camp training, venue, and meal
- NCA conference registration fee (paid directly to NCA/JAG on behalf of each attendee)

Competitor Scholarships: Scholarships will be awarded to each qualifying competitor selected to be part of the Alabama JAG delegation and includes the following:

- Lodging stipend for a double occupancy room (four nights, check-in Wednesday, May 4, check-out Sunday, May 8)
- Airfare/ground transport stipend of \$575
- Uniform stipend of \$200 (each program is responsible for securing an appropriate uniform for their competitors attending NCDC)
- Supply stipend of \$100 (each program is responsible for utilizing the supply stipend for their competitors attending NCDC)
- Spirit package (received on-site)
- Champ Camp training, venue, and meal
- NCA conference registration fee (paid directly to NCA/JAG on behalf of each attendee)

The final Alabama NCDC delegation will be released on April 1, 2022.

Scholarship Item	Specialist Scholarship	Competitor Scholarship
Lodging	\$858.77	\$429.38
Airfare/ground transport	\$575.00	\$575.00
Uniform stipend	Not Provided	\$200.00
Supply stipend	Not Provided	\$100.00
Total	\$1,433.77	\$1,304.38

The amount above is the *per specialist* and *per competitor* scholarship amount that will be sent to each local school. Spirit package, Champ Camp, and NCA conference registration fees are paid directly by Alabama JAG and its partners. Scholarships will be sent to the identified school, and it will be the responsibility of the school and specialist to purchase airfare, secure hotel reservations using the conference procedures, and assist students in purchasing their competition clothing, etc. Each specialist is responsible for following your school/site/districts policies and procedures.

National Career Development Conference Registration Guide



TIMELINE & REGISTRATION DEADLINES

March 21, 2022	Intent to Compete Form (Form A) Due to Alabama JAG by 5:00 p.m. VIA ONLINE FORM
April 1, 2022	Dropdowns and Alabama JAG Delegation List Announced
April 8, 2022	Forms B-H submitted to Alabama JAG via online form by 5:00 pm VIA ONLINE FORM links (except for form D) Forms will be released on March 21st
April 20, 2022	Form D submitted VIA ONLINE FORM by 5:00 pm.

IMPORTANT: No Drops after April 8, 2022

Any programs who cancel attendees after this date will still be responsible for finding a substitute participant or refunding scholarship funds.

REFUND POLICY

NO DROPS AFTER April 8, 2022. Any programs who cancel attendees after this date will still be responsible for finding a substitute to attend in the students place or refunding scholarship funds back to Alabama JAG.

ALABAMA JAG CHAMP CAMP

All Alabama JAG Delegates and Specialists are required to attend the Alabama JAG Champ Camp being held the morning of Thursday May 5, 2022 (on-site in Dallas). The intention of this Champ Camp is to instruct, train, and prepare Alabama JAG delegates for competition success. By choosing to attend the conference, delegates are agreeing to participate in this important training opportunity.

National Career Development Conference Registration Guide



DRESS CODE REMINDER

IMPORTANT REMINDER

Students must be appropriately dressed according to the event guidelines. 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 JAG Uniform: Uniform Blazer with the NCA Emblem affixed. Matching dress slacks, dress skirt, or business dress. Collared dress shirt, dress blouse with matching tie or neck scarf.

NOTE: An updated uniform is being designed featuring the new NCA Emblem and will be available for purchase at the conference. The Official NCA Uniform is not required for the National CDC. The official JAG Uniform is acceptable.

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

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

Business Attire Casual slacks (i.e., khakis or chinos) Polo, blouse, or shirt, socks, and casual shoes.

Acceptable Casual Attire: Denim jeans, sweatshirt, or t-shirt. Canvas shoes or athletic shoes. Casual Attire is acceptable for Leadership Sessions, Social Events, Tours, and Entertainment.

Unacceptable Attire During ANY 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.

ADDITIONAL INFORMATION

NCA has a defined Covid 19 Policy and procedures. These guidelines are set by NCA and the NCDC planning staff rather than Alabama JAG, but all Alabama JAG delegates must be in compliance with the NCA Policies to attend the conference. See the national packet for the current guidelines and procedures: [HERE](#)