

# ***FDC Portfolio Checklist***

(to be included in portfolio; serves as a checklist for worker)

Reviewer's Name \_\_\_\_\_ Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Worker's name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Name of FDC instructor(s) \_\_\_\_\_

\_\_\_\_\_ Application to Receive the FDC Credential: Portfolio Checklist and Affirmations form completed, signed and dated by Worker, Instructor(s), and Portfolio Advisor.

\_\_\_\_\_ Confidentiality statement, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Excelsior College PONSI Transcript application form (optional)

## Chapter 1

\_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Satisfactory answers to three Activities to Extend Your Learning.

\_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

## Chapter 2

\_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Satisfactory answers to three Activities to Extend Your Learning.

\_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

## Chapter 3

\_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Satisfactory answers to three Activities to Extend Your Learning.

\_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

## Chapter 4

\_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Satisfactory answers to three Activities to Extend Your Learning.

\_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

## Chapter 5

\_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Satisfactory answers to three Activities to Extend Your Learning.

\_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

## Chapter 6

\_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Satisfactory answers to three Activities to Extend Your Learning.

\_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

## Chapter 7

\_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

\_\_\_\_\_ Satisfactory answers to three Activities to Extend Your Learning.

\_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 8

- \_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.
- \_\_\_\_\_ Satisfactory answers to three *Activities to Extend Your Learning*.
- \_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 9

- \_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by worker and portfolio advisor.
- \_\_\_\_\_ Satisfactory answers to three *Activities to Extend Your Learning*.
- \_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 10

- \_\_\_\_\_ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.
- \_\_\_\_\_ Satisfactory answers to three *Activities to Extend Your Learning*.
- \_\_\_\_\_ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

After all 10 chapters:

- \_\_\_\_\_ Three *Family Development Plans*, reflecting appropriate practice with one family over a period of time. All identifying information about the family (names, address, etc.) should be removed.
- \_\_\_\_\_ *Reflection on One Family's Progress Documented Through the Family Development Plan* – a one-page statement in which the worker reflects on what s/he did or did not do, or say, to facilitate change, the skills used by the family, the outcome, and whether it was expected, and what the worker learned from the process.

Reviewer's Comments:

Results of review: \_\_\_\_\_ Approved  
\_\_\_\_\_ Incomplete; request the following from worker (cc to portfolio advisor):

Exam results: \_\_\_\_\_ Passed  
\_\_\_\_\_ Not passed

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date

Workers who complete the full FDC training led by an official instructor, pass the exam, and complete a portfolio which is approved by the reviewer, will be awarded the Family Development Credential by the University of Connecticut.