

We would like to thank you for your interest in the Virginia Family Development Credential Program.

The Empowerment Skills for Family Workers consist of **three (3) components** students must complete before they receive their credentials.

1. **Course** work is **80 hours**, broken down to **10 classes of 8 hours**. Each student also receives **10 hours of portfolio advisory**, for a total of 90 hours. Each student must attend 80% of the classes (no more than 2 absences). **Attending half of a class will account as an absent.**

2. **FDC Portfolio** There is **three (3) sections of the FDC Portfolio**.

I. ***Activities to Extend Learning***, each student chooses three (3) questions for each chapter and write a response to the questions.

II. ***Skills Practice***, each student prepares and completes one skills practice that they choose at the end of each chapter, and then writes a short reflection on their experience.

III. ***Family Development Plans***, is the third and last section of the FDC portfolio. Each student is to complete three (3) Family Development Plans (an initial plan with two (2) follow-up plans), which can be completed with an agency family or colleague who identifies a goal and steps to achieve it. After the three plans are completed, the student writes a one-page reflection about her/his and the family's strengths through the experience, the skills and competencies practiced, and ideas for using family development in future work with families.

iv. **Reviewed portfolios** are marked either **"Approved"** or **"Incomplete"**

3. **Exam** is 50 questions. Results are returned as either **"Pass"** or **"NOT PASSED"**.

Each participant will be assigned Portfolio Advisors. Portfolio Advisors work in family-serving agencies or supervise human service students in community college or social work degree programs. They assist the participants in developing their FDC portfolios. The portfolio advisors meet with the workers attending the FDC course to support and guide portfolio development in the following ways:

1. Model a strength-based relationship with a worker that includes a healthy balance of support and challenge in guiding portfolio development.
2. Offer feedback on a worker's prepared responses to three (3) Activities to Extend Learning for each chapter.
3. Review and approve a worker's Skills Practice for each chapter.
4. Provide written strength-based feedback on the worker's Skills Practice for each chapter.
5. Assist worker in completing three (3) Family Development Plans with one family and then preparing a Reflection on One Family's Progress using the Family Development Plan.
6. Assess and support a worker's progress in preparing her/his portfolio to earn the FDC credential.

7. Ten (10) hours of communication/contact with the advisee (preferably face to face).

A **student's supervisor** may not serve as a portfolio advisor. It is preferable, but not required, that portfolio advisors have earned their FDC credential. However, this may be a requirement of local training programs.

Portfolio Advisors will receive a Portfolio Advisor's Manual that will describe their roles and responsibilities. Each Portfolio Advisor will be limited to **three (3) students** each.

AGENCY RESPONSIBILITIES

The agency's director or designated person requesting a class is responsible for the following:

1. **CONTACT PERSON:** The contact person will be the person that the Family Development Coordinator and Instructor will correspond with concerning the class.
2. **CLASS SIZE:** There should be **no less than 8, and no more than 15 students.**
3. **COST AND PAYMENT:** The fee for the class for 2011 is **\$950.00** a student; this includes the book, the exam, the credential fee, and the portfolio review fee. The payment is due no later than **30 days (a month)** before **Orientation**. On the check please note **FDC CLASS**; also include the names of the students who will be attending the class. **NO SUBSTITUTIONS ARE ALLOWED** after the first class. **THERE WILL BE NO REFUNDS.**
4. **LOCATION:** A location will need to be selected that will accommodate the group size comfortably, have adequate parking, and has outlets for media equipment. There should be enough tabletop space for each student to read from an open Worker's Handbook and write in a notebook. In addition, the location needs to be accessible to restaurants so participants can purchase lunch.
5. **DATE AND TIME OF CLASS:** What day of the week you prefer and the time (i.e. Wednesday 8:30 AM – 4:30 PM.)
6. **THE FREQUENCY OF THE CLASSES:** A class schedule of once a week, once a month, or every other week.
7. **PORTFOLIO ADVISORS:** Portfolio Advisors need to be selected and appointed for each student prior to Orientation. **No more than 3 students to an advisor.** Portfolio Advisors will also need to attend Orientation.

FAMILY DEVELOPMENT TRAINING AND CREDENTIALING (FDC) PROGRAM RESPONSIBILITIES

1. Provide the publication "Empowerment Skills for Family Workers: A Workers Handbook" for each student.
2. Provide the publication "Empowerment Skills for Family Workers Portfolio Advisor's Manual" **one for each agency.** Additional manuals are \$21.00 each.
3. Provide Family Development Instructor.
4. Provide a course syllabus with class sessions and portfolio assignments date.
5. Provide handouts for each chapter.
6. Administer and review FDC Midpoint assessment.
7. Take and keep an attendance record.

8. Advisor/Mentor for Portfolio Advisors.
9. Prepare and submit Request for Portfolio Review and FDC Exam form with candidates' names, birth dates, credentialing fees, and tentative FDC exam date.
10. Review with class the Portfolio Review and Checklist to verify all assignments are included for each student's portfolio.
11. Administer the FDC two (2) hour exam according to required protocol. Make copies of all scoring sheets and return all exam materials by certified or registered mail to Temple University to obtain credentials.

ORIENTATION

Two (2) weeks before class begins there will be a three (3) hour Orientation. During this time all necessary paper work will be filled out by the students. Students will also meet with their assigned Portfolio Advisors. There will be a review of the role and responsibilities of the Portfolio Advisors. A brief background of the FDC, guidelines, curriculum chapters, homework, and portfolio/credentialing process will be discussed. Assign Chapter 1 for class assignment. This will also be an opportunity for the student as well as the Portfolio Advisors to ask any questions they may have.

Sincerely

Kathy Waller
Family Development Coordinator of Virginia
People Incorporated of Virginia

If you are in agreement please sign below and return within **seven (7) business day**. Preparations for classes will not take place until this is received in our office.

I hereby affirm that I have read and understood the responsibilities of each party involved for the Virginia Family Development Credentialing Program, and in doing so have agreed to be accountable for the Agency's role in this program.

PRINT NAME

Date

SIGNATURE

AGENCY

I hereby affirm that I have read and understood the responsibilities of each party involved for the Virginia Family Development Credentialing Program, and in doing so have agreed to be accountable for The Family Development Credentialing Program of Virginia's role in this program.

Kathy Waller
Family Development Credential Coordinator
People Incorporated of Virginia

Date