

Family Development Associate Credential (FDA) Orientation Agenda

- I. Introductions
- II. Objectives
 - a. To provide candidates with an in depth overview of the history and process of the FDA.
 - b. Assist program with designing, registering, and initiating implementation of the FDA.
- III. What is the FDA? [*Fact Sheet and FAQ's – Doc. 2*]
 - a. Goals of Credential
 - b. Scope of Credential/Benefits
 - c. Overview of Credential Components
- IV. Historical Perspective
 - a. Importance of Family Community Partnerships
 - b. State of support (lack of concerted support to professional development of FCP staff). “Professionalizing the Field”
 - c. Information Memorandum [*ACYF-IM-HS-01-08 – Doc. 3*]
 - d. Committee Development, Members, and work
- V. Phases/Components of FDA Process – Joint with DOLI
 - a. On-the-Job-Training (OJT) [*Work Process – Doc. 4*]
 - b. Coursework [*Course Map – Doc. 5*]
 - c. Portfolio Completion and Review [*Portfolio Requirements – Doc. 6*, *Learning Reflection Format – Doc. 7*, *Sample Learning Reflection – Doc. 8*, *Guidebook Pages – Doc. 9*
 Enough → Too Much – Doc. 10, *Sample Enough → Too Much – Doc. 11*]
 - d. Options (Course Map) and mentoring options/scenarios/possibilities [*Supervisors Rubric – Doc. 12*, *Learning Experience Application for Apprentice and Supervisor – Doc. 13*]
- VI. Planning (program)
 - a. Costs
 - i. Staff time
 - ii. Training
 - iii. Compensation
 - b. Oversight/managing process (How will process look in my program? Who will be involved?)
 - c. Paperwork/Administration – Retain for up to 5 years due to auditing requirements
 - i. DOLI Registration and Process
http://www.doli.virginia.gov/apprenticeship/representatives_headquarters.html
 - ii. Scholarship Applications
<http://www.dss.virginia.gov/family/cc/scholarship.cgi>
 - iii. College Registration and Special partnerships with local college/institution
 - d. Timelines (for next steps)
 - i. Program implementation decision
 - ii. Apprentice projected timeline for completion.
 - 1. Employee type (i.e. 10-month, 11-month, 12-month, etc.)
 - 2. Availability to attend classes
 - 3. Portfolio Completion
 - 4.
- VII. Questions & Answers