

# Application for the Family Development Leadership Credential and Portfolio Checklist

(to be included as cover page of Portfolio; serves as a checklist for Leader)

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

Leader's name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_ Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of Leadership Instructor(s) \_\_\_\_\_

I hereby affirm that I have completed the *Empowerment Skills for Leaders* Series by reading the Leader's Handbook, participated in the sessions and completed a portfolio that demonstrates understanding and application of the skills and concepts in this curriculum. I hereby apply to receive the FDC Leadership Credential.

Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Leadership Instructor's Affirmation

I hereby affirm that \_\_\_\_\_ has satisfactorily completed the training and portfolio requirements of the *Empowerment Skills for Leaders* Series including five Independent Learning Projects, a Leadership Empowerment Plan, and One month's Reflection to earn the FDC Leadership Credential.

Leadership Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Chapter 1: The Family Development Credential and the Empowered Workplace**

- \_\_\_\_\_ *Independent Learning Project Plan* completed, signed, and dated by Leader.
- \_\_\_\_\_ *Supporting documents that demonstrate learning and reflection.*
- \_\_\_\_\_ *Peer Advisor's Reflection Section* completed, signed, and dated by Peer Advisor.
- \_\_\_\_\_ *Independent Learning Project Plan* reviewed, signed, and dated by Leadership Instructor.

## **Chapter 2: Transforming Your Workplace through Empowerment-based Leadership**

- \_\_\_\_\_ *Independent Learning Project Plan* completed, signed, and dated by Leader.
- \_\_\_\_\_ *Supporting documents that demonstrate learning and reflection.*
- \_\_\_\_\_ *Peer Advisor's Reflection Section* completed, signed, and dated by Peer Advisor.
- \_\_\_\_\_ *Independent Learning Project Plan* reviewed, signed, and dated by Leadership Instructor.

## **Chapter 3: Leadership and Self-Empowerment**

- \_\_\_\_\_ *Independent Learning Project Plan*, completed, signed, and dated by Leader.
- \_\_\_\_\_ *Supporting documents that demonstrate learning and reflection.*
- \_\_\_\_\_ *Peer Advisor's Reflection Section*, completed, signed, and dated by Peer Advisor.
- \_\_\_\_\_ *Independent Learning Project Plan* reviewed, signed, and dated by Leadership Instructor.

**Chapter 4: Supervising with Skill and Heart**

- \_\_\_\_\_ *Independent Learning Project Plan* completed, signed, and dated by Leader.
- \_\_\_\_\_ *Supporting documents that demonstrate learning and reflection.*
- \_\_\_\_\_ *Peer Advisor's Reflection Section* completed, signed, and dated by Peer Advisor.
- \_\_\_\_\_ *Independent Learning Project Plan* reviewed, signed, and dated by Leadership Instructor.

**Chapter 5: Cultural Competence**

- \_\_\_\_\_ *Independent Learning Project Plan* completed, signed, and dated by Leader.
- \_\_\_\_\_ *Supporting documents that demonstrate learning and reflection.*
- \_\_\_\_\_ *Peer Advisor's Reflection Section* completed, signed, and dated by Peer Advisor.
- \_\_\_\_\_ *Independent Learning Project Plan* reviewed, signed, and dated by Leadership Instructor.
  
- \_\_\_\_\_ **Leadership Empowerment Plan, completed, signed and dated by Leader and Peer Advisor.**
  
- \_\_\_\_\_ **Reflection on leadership skills practiced, outcome to date, and lessons learned through Leadership Empowerment Plan written one month after implementation.**

Results of review: \_\_\_\_\_ Approved  
                                  \_\_\_\_\_ Incomplete; request the following from leader (cc to Leadership Instructor):

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

\_\_\_\_\_  
Date

Leaders who complete the full FDLC *Empowerment for Leaders* series led by an official Leadership Instructor and submit a Leadership Portfolio which is approved by the reviewer will be awarded the Family Development Leadership Credential by St. Petersburg College, St. Petersburg, FL 33733. Mail completed portfolio to RCMA, c/o Irene G. Brammertz, 3314 Northside Drive #96, Key West, FL 33040.