

FDC Candidate Assessment Procedures

When an FDC class has completed the training sessions and portfolios:

The instructor(s) will:

1. Assure, with workers and Portfolio Advisors that all portfolios are complete and that portfolio materials meet the criteria listed in Portfolio requirements. (All materials should be removed from binders and sent loose, or with modules stapled or paper-clipped in self-addressed 9x13" envelope).
2. Plan with workers for when exam will be given (allow at least two weeks between the time the check and portfolios will arrive at RCMA and exam, to assure that exams are received in time).
3. Notify Regina Wright at RCMA (email: reginaw@rcma.org) about when you plan to send check/portfolios and give the exam.
4. Make a numbered, alphabetized list of those who will be taking the exam with the last name listed first. Include each worker's date of birth. For example:
 - a. Andes, Fatima – 01/01/70
 - b. Dennison, Jane – 11/11/86
5. Send this list to RCMA with the form (see #7), keeping a copy to use as a "check-in" list on the day of the exam.
6. Collect the non-refundable \$250 credentialing fee from each worker. Deposit this money into your agency's accounting system and issue one check to RCMA for the total amount.
7. Send the **Request for Portfolio Review and Exam** with the check and the list of candidates to: RCMA, c/o Regina Wright, 6265 Opa Locka Lane, North Port, FL 34291. Please note that credential fee has to be paid before exam can be administered.
8. Collect a copy of each worker's portfolio (Workers sending their **only** copy do it at their own risk). Make sure each portfolio includes the signed application to receive the Family Development Credential (use the form provided on our website, not the one from the Portfolio Advisor's Manual) and the Statement of Confidentiality (also available from our website).
Box and ship portfolios via a shipping method that is being tracked to one of two reviewers (ask Regina for instructions): Regina Wright, 6265 Opa Locka Lane, North Port, FL 34291 or: Sonia Bravo-Romero, 116 Brays Island Lane, St. Augustine, FL 32092 (904-940-1458)
9. Administer the written exam at a site in their community. (See *Instructions for Administering the FDC Exam* starting on page 49 in the *Empowerment Skills for Family Workers Instructor's Manual*). **Please note:** Instructor is expected to handle exams with extreme care, will not make any copies or let students see them outside of the proctored two-hour exam and will return all exam booklets and answer key immediately after having administered the exam to the students.
10. Send sealed test packets, with original cover page containing student information and copies of scoring sheets (keep additional copies as a backup), to Regina Wright. Send original scoring sheets directly to FGCU for grading (additional information will be given when you receive the exams).
11. Pass out Confidential Final Feedback Form and large envelope addressed to Regina Wright. Designate one student to collect and mail the forms to Regina.
12. (Optional) Organize local award ceremony to give Credentials to candidates.

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RCMA will:

1. Send exams to the instructor once the *Request for Portfolio Review and Exam* form, check, and portfolios are received. Score the exams and review the portfolios.
2. Return the portfolios to the workers.
3. Inform instructor(s) regarding whether their candidates passed the exam and have satisfactorily completed portfolios. If any candidates did not, RCMA will indicate what will need to happen.
4. Inform any workers who did not pass the exam or have satisfactory portfolio. This letter (copy sent to instructor) will contain instructions as to what they can do to take the exam again and/or revise and resubmit the portfolio.
5. Florida Gulf Coast University will award the credentials, sending them to RCMA for forwarding to either the instructor or the workers (based on instructions from instructors).
6. Florida Gulf Coast University will maintain a registry of workers who have received the Florida FDC credential.

If a candidate does not qualify for the credential on the first round:

1. Those few candidates who do not pass the exam, but have completed satisfactory portfolios, can re-take the exam once, within a year, at a site where another program is completing their work. The re-take exam is different from the original exam and has to be requested from FDC Coordinator once the student is ready for it. There is a \$40 fee due by student to RCMA before re-take exam is sent to instructor.
2. Candidates whose portfolios are not satisfactory, but have passed the exam, may work with their portfolio advisor, or another portfolio advisor, to refine their portfolio within one year.
3. Candidates, who neither pass the exam nor complete a satisfactory portfolio, will be encouraged to retake some modules or the entire FDC training program within one year, and complete a new portfolio, before going through the assessment process again.
4. If needed steps are taken within a year, no additional assessment fee (except in the case where a re-take exam is administered) will be charged.

IMPORTANT:

Please make sure we have correct contact information for each student; Full name, mailing address, phone numbers (home, work, cell) and a current email address. Additionally we also need contact information for his/her portfolio advisor.