



RCMA FDC INSTRUCTOR'S COMMITMENTS

1. Notify RCMA as soon as they have a firm date when they will begin a training program, so that RCMA can help publicize their program.
2. Send RCMA *Notice to Start Training* form and a \$200 FDC Program Support Fee within 30 days of the beginning of a training program. Supervisors will commit to utilizing the organization as a clearing house for the individual checks submitted by the workers for the credential. Once the checks are received, the organization will write one check to RCMA for the total amount of the credentialing fees.
3. Offer a minimum of one training session per month.
4. Establish clear policies regarding attendance requirements, and submission deadlines for portfolio work.
5. Offer all ten chapters of FDC; at least 90 hours of training, plus portfolio advisement.
6. Present themselves to workers as models in behavior and skills critical to the family development process.
7. Distribute RCMA feedback forms to program participants after Chapter 10. Please give one of the participants an envelope, asking her/him to send the group's feedback forms directly to: RCMA, c/o Regina Wright, FDC Training and Credentialing Coordinator, 225 Herons Run Drive #607, Sarasota, FL 34232. Send completed portfolios to the same address for review with **at least two weeks notice** from the time the portfolios are sent to RCMA and the exam date.
8. Administer the standardized FDC exam to those applying for the credential, according to RCMA protocol.
9. Participate in the Instructor's Network by sharing experiences with other instructors, and keeping in touch with RCMA.
10. Attend a RCMA-led *Instructors Update* meeting or conference call at least every two years.
11. Work cooperatively with any other FDC instructors in their area, coordinating their schedules and marketing so that the need for FDC training is met, and the program is well-respected in their community.
12. Actively consider formation of a local interagency advisory group (either freestanding or as part of an existing coalition) representing organizations that work with families across the life-span. Invite the Community Action Agency and RCMA programs in your area to participate in the advisory group. If such an advisory group already exists, instructors will commit to working with that group.
13. Offer 25% of spaces in any training program to workers outside the instructor's organization, or the organization requesting the training.