

FDC Portfolio Checklist

(to be included in portfolio; serves as a checklist for worker)

Reviewer's Name _____ Date Received _____ Date Reviewed _____

Worker's name _____

Date of Birth _____ Name of FDC instructor(s) _____

_____ Application to Receive the FDC Credential: Portfolio Checklist and Affirmations form complete, signed and dated by Worker, Instructor(s), and Portfolio Advisor.

_____ Confidentiality statement, signed and dated by Worker and Portfolio Advisor.

Chapter 1

_____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

_____ Satisfactory answers to three *Activities to Extend Your Learning*.

_____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 2

_____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

_____ Satisfactory answers to three *Activities to Extend Your Learning*.

_____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 3

_____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

_____ Satisfactory answers to three *Activities to Extend Your Learning*.

_____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 4

_____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

_____ Satisfactory answers to three *Activities to Extend Your Learning*.

_____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 5

_____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

_____ Satisfactory answers to three *Activities to Extend Your Learning*.

_____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 6

_____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

_____ Satisfactory answers to three *Activities to Extend Your Learning*.

_____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 7

_____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.

_____ Satisfactory answers to three *Activities to Extend Your Learning*.

_____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor's comments, signed and dated by Worker and Portfolio Advisor.

Chapter 8

- _____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.
- _____ Satisfactory answers to three Activities to Extend Your Learning.
- _____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor’s comments, signed and dated by Worker and Portfolio Advisor.

Chapter 9

- _____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by worker and portfolio advisor.
- _____ Satisfactory answers to three Activities to Extend Your Learning.
- _____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor’s comments, signed and dated by Worker and Portfolio Advisor.

Chapter 10

- _____ *Activities to Extend Your Learning & Skills Practice Plan* form, signed and dated by Worker and Portfolio Advisor.
- _____ Satisfactory answers to three Activities to Extend Your Learning.
- _____ Completed *Skills Practice Reflection Form*, with Portfolio Advisor’s comments, signed and dated by Worker and Portfolio Advisor.

After all 10 chapters:

- _____ Three *Family Development Plans*, reflecting appropriate practice with one family over a period of time. All identifying information about the family (names, address, etc.) should be removed.
- _____ *Reflection on One Family's Progress Documented Through the Family Development Plan* – a one page statement in which the worker reflects on what s/he did or did not do, or say, to facilitate change, the skills used by the family, the outcome, and whether it was expected, and what the worker learned from the process.

Reviewer’s Comments:

Results of review: _____ Approved
 _____ Incomplete; request the following from worker (cc to portfolio advisor):

Exam results: _____ Passed
 _____ Not passed

 Reviewer’s Signature Date

Workers who complete the full FDC training led by an official instructor, pass the exam, and complete a portfolio which is approved by the reviewer, will be awarded the Family Development Credential by Florida Gulf Coast University’s School of Social Work.

(05/07)