

Preparing for Your FDC Class

Checklist

- _____ Students order Worker Handbooks from Cornell.
- _____ Send in your "Notice to RCMA of Start of Training Program" form.
- _____ Return completed FDC informational forms for all Class Participants, Trainers, and Field Advisors.
- _____ Finalize class logistics

Supporting Documents

1. "Notice to RCMA of Start of Training Program" form
2. FDC Informational Form
3. Final Class Logistics
4. FDC Class Expectations

Notice to RCMA FDC of Start of Training Program

Please send this form to RCMA within 30 days of beginning the program, with the \$200 Training Program fee. Checks should be made out to **RCMA**. Mail to: Regina Wright, RCMA, 6265 Opa Locka Lane, North Port, FL 34291.

Trainer(s):

Name _____ Phone# _____ E-mail _____

Address _____

Name _____ Phone# _____ E-mail _____

Address _____

1. What are the *start* and *end* dates for your training program? _____

2. What organization (agency(s), college or coalition) is sponsoring this training? _____

3. Where is the training held? City/town _____ Zip code _____

4. How many workers/students are participating? _____

5. What are you charging? _____
What does this include? Manuals, Field Advisement, Other (*please specify*) _____

6. Are any participants attending through scholarships or reduced fees?
Please describe _____

7. What is the timing structure for your training (i.e., how often do you meet, for what period of time, is there a certain day of the week)

8. Briefly describe how field advising will be done (i.e., when and how often field advisors will be meeting with workers).

9. Anything else it would be useful for RCMA to know about your program? (Use back of paper if needed)

FDC Informational Form*
To Be Completed By All FDC Participants & Field Advisors

Name _____ DOB _____

Agency _____ Title _____

Address _____
(Your personal mailing address)

City _____ State _____ Zip _____ E-Mail _____

Telephone _____ Fax _____

Location of Class (City) _____ County _____

Name of Instructor(s) _____

Your Portfolio Advisor's Name _____
(Complete this only if you are the student)

Are you participating in this training as part of your job? Yes No

The following information is only requested in the interest of gathering data and statistics on who is participating in the FDC program. If you do not wish to answer the questions below you may skip this portion.

What is your occupation? _____

What is your race? _____ What is your age? _____

Female Male Other

Completed Education: (Please circle the level of education that you have completed)

<input type="checkbox"/> GED	<input type="checkbox"/> Graduate Degree
<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Doctorate
<input type="checkbox"/> Two-Year College	Other _____
<input type="checkbox"/> Undergraduate Degree	

Thank you for your participation in the FDC.

Please return this form to your FDC Trainer.

FDC Trainers: Please return all forms to Regina Wright at RCMA. Remember that your field advisors must complete the forms as well as the class participants.

* Adapted from the Alabama Family Development Credential Program, a special project of the Corporate Foundation for Children and FACTS

Final Class Logistics* **Make Ready Checklist**

Scheduling:

- At least 90 hours of in-class instruction must take place.
- The class is to span at least 6 months, not over 12 months.
- Have you decided on a schedule that works best? For example, some instructors facilitate a class every other week for 6-8 hours. Some meet weekly for 3-4 hours. Select a schedule that will allow for minimum disruptions.

Room Arrangements:

- Have you made arrangements and reservations to have the room available for all the classes throughout the time of the course?
- Have you made any arrangements to have lights turned on, security guard present, etc?
- Have you decided on how you want the room set up and told appropriate people?

Food Arrangements

- Have you planned for snacks and drinks during breaks?
- If class is taking place during the course of the entire day, what arrangements have been made for participants to have their lunch?

Supplies

- Have you ordered the Manuals from Cornell?
- Do you have other supplies that you will need to teach the class? (Flip charts, markers, chalk, 3 x 5 cards, etc.)
- Handouts reproduced
- Overheads made into transparencies or projector for PowerPoint presentation.

Notification to Participants

- Have you notified in writing all participants regarding where and when the first meeting will be taking place?

Pre-Class Meeting with Field Advisors

- Have a meeting with Field Advisors *before* your first class. Go over work expectations and assignments.

Determine Attendance Policy

- Before Class begins determine in writing your attendance policy.

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FDC Class Expectations*

1. Attendance. We ask that each student commit to attend at least 90% of the curriculum hours (this allows for absence of one Module). It is the responsibility of the student to make up any work missed while absent.
2. Reading assignments. Each student is responsible for reading the assigned text pages prior to each session. This will allow us to use class time in an efficient and meaningful manner.
3. Participation. Class time will be primarily used for discussions and experiential learning activities to reinforce and expand concepts found in the text. Because each participant brings a unique perspective and experience to the group, it is important for everyone to actively participate in class activities.
4. Respect. Please be respectful of each group member's experiences and opinions. This includes accepting viewpoints that are different from your own as valuable and keeping confidential the shared personal experiences of other class members.
5. Portfolio work. Students will be linked with a Field Advisor, who will assist them in completing the required portfolio of skills practice, activities to extend learning, and family development plans. It is the responsibility of each student to arrange a time to meet with his/her Field Advisor in the days following each class session to discuss these assignments and receive feedback.
6. Credential fee. Each student will need to submit a \$250 fee to RCMA (through the agency at which the FDC is taught, which submits one check to RCMA for all the students) for portfolio review, exam scoring, and issuance of the credential through Florida Gulf Coast University Division of Social Work.

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