

FL FDC Instructors' Network Request for Exam and Portfolio Review

Please send this form with the check (Payable to **RCMA**) and a list of candidates to:
Regina Wright, Family Development Credential Coordinator, 6265 Opa Locka Lane, North Port, FL 34291

Sponsoring organization, college or coalition _____

Instructor(s):

Name: _____ email: _____

Daytime phone: _____ Cell: _____

Address: _____
(street) (town/city) (zip)

Name: _____ email: _____

Daytime phone: _____ Cell: _____

Address: _____
(street) (town/city) (zip)

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1. How many workers will be taking the exam/submitting portfolios? _____ Please attach a numbered, alphabetized list of these FDC candidates, with the last name listed first. Include dates of birth. Identify students who are submitting their portfolio in Spanish so it can be sent to the appropriate reviewer.
 2. Please include a check, made payable to **RCMA**, for the total assessment fee. The amount of the check is for _____ # of candidates X \$250 = _____
 3. Requested date/time for exam: _____ (please allow **at least two weeks** from the time this form is received for the exams packet to be sent to you).
 4. Date portfolios will be sent to RCMA (via trackable mail) for review: _____ (Please note: portfolios will not be reviewed unless credential fee has been paid).
 5. Some instructors plan to give the workers their credential at an awards ceremony, and others prefer to have credentials sent directly to workers. Please check the option you prefer:
 - ____ Please send to each candidate at their home address
 - ____ Please send to the instructor. If co-instructors, send to _____
 - ____ Send credentials to other (ex. Employer) – include detailed mailing instructions

Please note: Candidates' portfolios should be **removed from the binder and placed in a 10 x 13 manila envelope**, boxed and shipped via trackable mail. Make sure each student makes and keeps a copy of the portfolio prior to sending it for review. This helps us and the student in case work is missing or incomplete and reviewer has questions about it. Irene will supply name and address of portfolio reviewer.