



## ***The Family Development Credential*** ***"Transforming the way Florida agencies work with Families"***

*The Family Development Credential – using Cornell University’s “Empowering Families Curriculum”-- is offered by your College or University and administered by the Redlands Christian Migrant Association (RCMA), with Florida Gulf Coast University Division of Social Work as the organization issuing the credential.*

### **CONGRATULATIONS!** **You are now working towards college credit and the Family Development Credential.**

Your instructor will have specific requirements for you to complete in order for you to earn the college credit at the institution for which your instructor is working. Those requirements may be the same or different than what is required to earn the Family Development Credential. To help you have a better idea of what is expected in earning the Credential, a summary is listed below:

1. Attend a minimum of 90 hours of in-class instruction. (Your instructor will have an attendance policy should you have to miss for some reason.)
2. Complete assignments for all ten chapters of the Empowerment Skills for Family Workers Handbook.
  - a. For each chapter, you will choose four (4) learning goals and complete three (3) Activities to Extend Your Learning located at the end of each chapter. You will discuss these activities with your portfolio advisor and receive verbal feedback from her/him.
  - b. You will complete a minimum of one (1) Skills Practice, also located at the end of each chapter.
  - c. After completing the Skills Practice activity(ies), you will complete a reflection of what that practice was like for you.
  - d. Your portfolio advisor will give you verbal and written feedback on your reflection.
3. After completing the assignments for **each** chapter you will meet with your portfolio advisor to review all that you have learned, experienced, and accomplished from the given chapter. You will, therefore, meet at least ten (10) times with your Portfolio Advisor. (You and your portfolio advisor may decide to meet more times than that if you both feel it is necessary for you to complete your work satisfactorily.)
  - a) Meet with your portfolio advisor and sign the Confidentiality statement between worker and portfolio advisor. That should be done at your first meeting. If you have more than one advisor in the course of your studies, you will need to have a signed Confidentiality statement for each.
  - b) You will discuss the three questions from each chapter with your portfolio advisor. Your portfolio advisor will sign off on those questions when you have shared satisfactory answers. Forms are available from your instructor, advisor or at our website [http://www.rcma.org/FL\\_Family\\_Dev.asp](http://www.rcma.org/FL_Family_Dev.asp).

- c) You will discuss and share with your portfolio advisor your Skills Practice Reflection. Your portfolio advisor will then share in written form his/her comments on the Advisor's Feedback to Student's Skills Practice Reflection form.
  - d) You also have a checklist in your packet. You can check off each completed activity to keep track of your progress.
4. You will also complete a Family Development Plan with a minimum of two follow-ups during the course of the 90 hours of training. These plans will be with the **same** family.
    - a. The family determines a goal or goals and manageable steps for reaching those goals.
    - b. You and the family have responsibilities to help the family succeed.
    - c. The Plan and follow-ups serve as a record of the progress toward the goal.
    - d. In Chapter 1, your instructor will review with you how to complete the Family Development Plan.
    - e. You and the family will both keep copies of the Plan and follow-ups to keep track of the steps each will take before you meet again.
    - f. Your instructor and portfolio advisor can help you, if needed; determine when to move on to the follow-up(s).
    - g. Signatures will be blacked out before sharing the Plan and follow-ups with the portfolio reviewer to protect the family's confidentiality.
  5. The last item in the Portfolio is to complete a reflection of what the experience was like for you working with that family.
    - a. This is a one-page statement in which you reflect on what you did or did not do to facilitate change, the skills used by the family and you, the outcome(s), and what you learned from the process.
  6. The final requirement to earn the Credential is to pass a State Credentialing Exam which will be administered in class.
    - a. Your instructor will administer the exam and then submit it for scoring.
    - b. The exam will be on the information taught from the textbook, and is not meant to trick anyone. We want to see you succeed!
  7. When all assignments have been completed and signed, you will compile your Portfolio. Make sure to copy all of your portfolio work before mailing it to the reviewer so that if questions arise, you will have a copy for your reference.
    - a. In addition, to the above mentioned forms, you will submit an application form which is signed by you, your portfolio advisor, and your instructor. All this will be mailed to one of the addresses listed below to be evaluated, along with the \$250 Credentialing Application Fee. Please ask your instructor which address to use.

***Successful completion of the class, portfolio, and exam will earn you the Family Development Credential, which may be presented to you in a special ceremony or the certificate may be mailed directly to you.***

**MAIL TO:** RCMA, c/o Regina Wright, FDC Training and Credentialing Coordinator,  
225 Herons Run Drive, #607, Sarasota, FL 34232

**Or** (ask instructor if another address is to be used)

**FOR FURTHER INFORMATION OR QUESTIONS CONTACT:** [reginaw@rcma.org](mailto:reginaw@rcma.org) (941) 809-3504