

## Suggestions for Maintenance of FDC Materials/Binders

Before any of the chapters, insert the following:

- Portfolio checklist
- Application to receive the Family Development Credential duly signed and dated by student, instructor, and advisor.
- Statement of Confidentiality (if more than one advisor participated, have one statement for each).

Under the index tabs that are labeled to correspond with the chapters, store in each respective chapter, in the following order:

- An "**Activities to Extend Your Learning & Skills Practice Plan**" form signed and dated by your portfolio advisor.
- Your answers to the three "**Activities to Extend Your Learning**" you selected for the chapter.
- Your completed **Skills Practice Reflection form**, signed and dated by you and your portfolio advisor.
- Your portfolio advisor's written comments on the **Skills Practice** (if on a separate sheet), signed and dated by advisor.

Following that, under the tab entitled "Family Plans", store in the following order:

- Your **Three Family Development Plans** (One initial meeting form and two follow-up forms) completed with one family over a period of time.
- Your Reflection on **One Family's Progress** documented, through the Family Development Plan (a one-page statement reflecting what you 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 you learned from the process). This should be on the form provided (or a facsimile) entitled, "Reflections on One Family's Progress".

Under the last two tabs, store any additional FDC materials you would like to maintain.

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**Word-processing** of materials is strongly encouraged, and very much appreciated. By keeping your work in an electronic format, you would additionally have a back-up in case anything was to happen to the portfolio prior to its submission for review. **Legibly handwritten** materials are acceptable if you do not have access to a computer or typewriter. Illegibly written materials are not acceptable. Portfolios written in **Spanish** are acceptable if they follow the above guidelines.

**Please note:**

- 1) This is simply a guide on how you can maintain your binder; there is no set way that binders must be maintained. There is, however, a listing of how completed portfolios must be submitted to RCMA for final review, that information has been utilized as the basis for this guide. Your portfolio advisor has the full listing and will go over that information with you when you are preparing your completed portfolio for submission to RCMA.
- 2) At the end of the program, after your completed portfolio is reviewed by RCMA, it will be mailed back directly to your home address. Please be sure to inform us of your most current contact information (address, phone, email).

**Thank you!**