

Notice of FDC Instructor's Institute

Florida Family Development Training and Credentialing Program (FDC)

Monday, June 14th through Thursday, June 17th, 2010

Please note change of venue:

Gulf Coast Community College
5230 West Highway 98
Student Union East Building
Panama City, FL 32401
850.769.1551

APPLICATIONS WILL BE ACCEPTED UNTIL May 28, 2010

(Please see payment options below – early bird registration discounts available)

Welcome Prospective Instructors and Sponsoring Organizations!

Redlands Christian Migrant Association (RCMA) is pleased to announce an Instructor's Institute that will lead to further implementation of the Cornell University **FAMILY DEVELOPMENT CREDENTIAL (FDC) PROGRAM** in Florida. Recruitment for individuals interested in becoming an Instructor for FDC is currently underway. Prospective Instructors will attend this Training Institute to gain in-depth understanding of FDC and learn how to transfer the knowledge through FDC sessions in their communities.

Who should attend this FDC Instructors and Portfolio Advisors Training Institute?

People who are interested in becoming official instructors for the Family Development Credentialing Program in their local communities. Those invited to apply include:

- Faculty (regular and adjunct) in community college Human Services departments, continuing education programs or four-year college Social Work or other clinical programs;
- Local or state-level representatives of family-serving organizations, Community Action agencies or coalitions interested in offering FDC in their communities. (Agencies are encouraged to collaborate with a community college to arrange for course credit or continuing education credit for FDC candidates.)
- Current portfolio advisors interested in serving as FDC instructors in the future.

Learning Objectives of the FDC Instructors Institute:

Over the four-day training period, participants will:

1. Gain in-depth understanding of the family development/ family support and empowerment approach;
2. Deepen their knowledge of the skills and competencies that are key to facilitating the FDC through personal experience of the curriculum activities;
3. Sharpen their skills in using the curriculum's interactive instructional and facilitation methods;
4. Learn ideas for implementing the training and credentialing program in their community.

Selection of participants:

Applicants for the Instructor's Institute will be committed to create a local implementation team and offer an interagency FDC training and credentialing program within their community.

Applicants will be expected to demonstrate understanding of and commitment to the strengths-based family development model in their application packet.

Teams of individuals who represent different agencies from the same community are given priority.

When will the FDC Instructor's Institute take place?

The Instructor's Institute will begin promptly at 10 AM on Monday, June 14th, 2010. Sessions will run from 8:15 AM until 4:45 PM days two and three and end at 1 PM on day four. **Attendance at all of the sessions is mandatory.** Applicants must be ready to commit to all four days of the training program. Participants who do not attend all sessions will not receive Family Development Instructor's Certification.

What is the responsibility of the FDC Instructors?

- 1) FDC instructors, with their sponsoring organizations, organize and offer instruction/training programs for frontline workers, facilitate over 90 hours of interactive training sessions, choose and supervise portfolio advisors (portfolio advisors provide guidance for workers' skills practice and portfolio development), and follow Cornell's procedures for administering an FDC exam and submitting workers' portfolios. As members of FL FDC Instructors' Network, instructors submit workers' feedback to RCMA and attend Instructors' Update meetings (held via conference call) at least once every two years.
- 2) Sponsoring organizations do their own marketing and budgeting for the training, charge fees for training to cover their costs, including time spent by instructors and portfolio advisors, and pay a \$200 program support fee to RCMA.
- 3) To prepare workers to earn the FDC credential, a training program must have at least one instructor who has attended an FDC Institute. Assistant instructors and portfolio advisors may be selected and oriented by that instructor, who is held accountable to RCMA for the quality of the program.
- 4) The \$250 credential fee is to be collected from each student toward the end of the program and submitted as one check made out to RCMA and sent to Irene Brammertz together with the exams and completed portfolios for grading and review.

Confirmation of receipt of your application to the Institute will be made within 10 days via email.

Applications submitted early will be greatly appreciated and rewarded with the Early Bird discount.

Institute Facilitators:

FDC Cornell-trained Coordinators, Directors, and Specialists from RCMA (Redlands Christian Migrant Association) Irene Brammertz, Gyla Wise, Carla Stanton, Carol Coffie, Regina Wright, and Shawn Thomas will co-facilitate the Institute. **All participants** will have an opportunity to lead activities during the institute.

Costs: Early Registration \$450 per person – if registered and paid in full by April 15, 2010
Regular \$500 per person – if registered and paid in full by May 28, 2010
For late registration or walk-in please add \$50 for a total of \$550 per person
If you desire CEUs issued by St. Petersburg College, please add \$75 to the above registration amounts.

(Please make check payable to RCMA, VISA or MasterCard accepted).

Registration fee due in full by May 28, 2010

Hotel Accommodations: nearby hotels are:

- La Quinta Inn & Suites, Panama City www.lq.com
- Comfort Inn & Conference, Panama City www.comfortinn.com
- Courtyard by Marriott, Panama City www.marriott.com
- Edgewater Beach Resort, Panama City Beach www.edgewaterbeachresort.com

Please note: Participants also must purchase the following curriculum guides and review them before the Institute: **Empowerment Skills for Family Workers: Worker Handbook (\$35), Instructor's Manual (\$45), and Portfolio Advisor's Manual (\$20) plus shipping of \$8 for all three books for a total cost of \$108** (purchase directly from Cornell, download order form from our website). http://www.rcma.org/FL_Family_Dev.asp

Who is supporting this program?

The FL FDC was developed by a partnership between Cornell Dept of Human Development, RCMA, Florida Gulf Coast University and St. Petersburg College. Cornell University's Empowering Families Project in the NYS College of Human Ecology designed the curriculum. RCMA coordinates programs across the State and administers the credentialing process.

Please return completed application and registration fee (payable to RCMA) to:

Irene G. Brammertz, FL FDC Training and Credentialing Coordinator
3314 Northside Drive #96, Key West, FL 33040-4180
Phone: 305-407-2710 - Fax 239-657-4317, e-mail: irene@rcma.org

(Note: This training does not produce the Family Development Credential. To earn the credential, Instructors must complete 80 classroom hours, participate in 10 hours of Portfolio Advisement, complete a portfolio, pass a final exam and pay a \$250 credentialing fee.)



Florida Family Development Training and Credential Program Instructor Application

**Florida Family Development Training and Credentialing Program (FDC)
June 14th through June 17th, 2010**

Gulf Coast Community College
5230 West Highway 98
Panama City, FL 32401

Name: _____ Position: _____

Sponsoring College/Organization: _____

Address: _____ City: _____ Zip: _____

Telephone No: (_____) _____ Email _____

I am a: _____ human service college instructor or trainer interested in offering FDC
_____ local, state or federal agency representative interesting in learning about the FDC
I am also interested in earning CEUs: _____ yes _____ no

Please submit this application along with responses to the *Instructors and Portfolio Advisors Institute Application Questions*.

Application deadline: Applications & payments must be received by 5/28/10 to receive the regular price of \$500 per person or by 4/15/10 for the Early Bird discount. If CEUs are desired add \$75 to these amounts.

Please return completed application to: Irene G. Brammertz, FL FDC Training and Credentialing Coordinator; 3314 Northside Drive #96, Key West, FL 33040-4180; Phone: 305-407-2710, Fax 239-657-4317, e-mail: irene@rcma.org – web: http://www.rcma.org/FL_Family_Dev.asp

Application Questions: Please prepare responses to the three questions on the next page (no longer than 3 pages, double-spaced). If more than one person is applying from an organization or coalition, you may attach the same answer to question 3, but *all applicants must complete their own responses to questions 1 and 2*. The following Statements of Commitment must be signed by the applicant & her/his supervisor. Thank you.

Statements of Commitment from Applicant, Supervisor, or FDC Instructor

Applicant: I am committed to attend all four days of the FDC Instructors and Portfolio Advisors Institute. I understand I will not receive certification as an FDC instructor if I skip any sessions or leave early.

Applicant's Signature _____ *Date* _____

Supervisor's commitment: I support _____'s plan to be an FDC Instructor and will work with her/him to assure that time and support is available for this program to be offered.

Signature _____ *Print Name* _____ *Date* _____

Family Development Training and Credentialing Program Instructors Institute Application Questions

Dear Institute Applicant,

We welcome your interest in becoming a Family Development Instructor. The following questions are intended to assist you and RCMA in identifying ways that your participation in the FDC Instructors Institute will promote and/or enhance new FDC programs.

Please respond to the following questions in a document no longer than three pages, double-spaced format. If more than one person is applying from an organization or coalition, you may attach the same answers to Question 3, but all applicants must complete her/his own responses to Questions 1 and 2.

Responses should be submitted to Irene Brammertz, RCMA by the requested deadline date along with the FDC Institute Application Form. Thank you again for your time and consideration in submitting these responses with your application.

Very truly yours,

Irene G. Brammertz,
FL FDC Training and Credentialing Coordinator

Questions:

- 1. What interests you about the Family Development Training and Credential Program? Why do you want to be an instructor for this program?**
- 2. Tell us about your knowledge and experience that qualifies you to be an FDC Instructor (i.e. activities like leading group discussion, supporting written and skills practice work, offering educational or in-service trainings and workshops)?**
- 3. Please describe your organization's plans to offer the full FDC curriculum, including any projected time frame. In your description, please respond to the following:**
 - **Describe plans for offering FDC as an interagency training (with at least ¼ of places open to workers from other agencies);**
 - **Collaborative efforts to promote the FL FDC initiative to family-serving organizations in the community;**
 - **Are there any existing FDC programs in your area? If so, tell us about the current or future goals you envision for FDC in your community to insure participation in your programs;**
 - **Any plans for articulation with a college for credit or continuing education units? If so, please describe potential or pending plans.**