The Family Development Credential Course
Our communities reflect a variety of services geared towards meeting the needs of families. Traditionally, service providers have adopted a model in which a family’s needs are diagnosed and the solutions prescribed. However, when families are not treated as equal partners during services, they often present with the same concerns year after year, generation after generation. Whether positive outcomes last ultimately depends on whether families take ownership in the change process.

In response, Cornell University developed the Family Development Credential (FDC) course to create a paradigm shift in social services. This is an intensive, experiential, self-reflective course for direct service members, immediate supervisors, and outcome specialists. Successful completion earns the student certification in the family development approach.

The University of Connecticut is now the home of the National Family Development Program, while Redlands Christian Migrant Association (RCMA) coordinates the program in the state of Florida.

Welcome Prospective FDC Instructors and Sponsoring Organizations!

Redlands Christian Migrant Association (RCMA) is pleased to announce an Instructor’s Institute for people interested in becoming official instructors for the Family Development Credentialing (FDC) Program in their local communities.

Who should attend this FDC Instructors Institute?

- Community college faculty of Human Services, social work, counseling and other related departments.
- Local or state-level representatives of family-serving organizations to include:
  - Substance abuse treatment programs
  - Healthy Start programs
  - Community action agencies
  - Domestic abuse intervention programs
  - Community health programs
  - Head Start programs
  - Healthy Families programs
  - Homelessness coalitions
  - Any program/initiative that supports families and social justice
What are the responsibilities of an FDC Instructor?

Organize and market FDC courses in your community and facilitate 80 hours of interactive learning.

1. Adhere to the requirement of interagency recruitment for each course organized.
2. Help select and support portfolio advisors. (Portfolio advisors provide guidance for students’ required portfolio development.)
3. Administer an FDC state exam and submit students’ portfolios.
4. Attend Instructor Update Meetings held once every two years.
5. Market and budget for the FDC training, to include instructor’s facilitation fee.
6. Collect and submit student credential fees to the National FDC Program of UC.

Learning Objectives of the FDC Instructors Institute:

Over the four-day learning session, participants will:

- Gain understanding of the family development empowerment approach.
- Learn guidelines for facilitating an FDC class in your community.
- Enhance facilitation skills by facilitating FDC course activities during the Institute.
- Gain understanding of how to support FDC student advisors.

Selection of Participants:

- Participants must belong to an organization supporting the individual’s role as a community instructor.
- Participants will have had experience with group facilitation.
- Participants will have a minimum of a Bachelors degree and 2 yrs experience in a family-service position.

When will the FDC Instructor’s Institute take place?

September 21st – 24th, 2015

- Monday 9:00 to 5:00
- Tuesday and Wednesday 8:30 to 5:00
- Thursday 8:30 to 1:00

Attendance at all of the sessions is mandatory for certification.

Costs: $400 per person (does not include required manuals)

Please return completed application and registration fee (check payable to “RCMA”) to:
Regina Wright, MS MHC
Florida FDC State Coordinator
6265 Opa Locka Lane
North Port, Fl 34291
Phone: (941) 257-2261; email: reginaw@rcma.org
ADDITIONAL INFORMATION

Note:

This training does not result in the Family Development Credential, but in certification as an instructor for the FDC course.

To earn the credential, Instructors must complete 80 classroom hours, receive 10 hours of Portfolio Advisement, complete a portfolio, and pay the credential fee of $300. These requirements are similar to those for a student participating in the FDC course to earn the credential.

However, the Instructor may earn his/her credential while facilitating a course. The 80 hours of facilitation may count as 80 hours of required classroom hours. The instructor would develop his/her own learning portfolio during the period of facilitation and work with an advisor.

Required Books:

Selected participants also will purchase the following books directly from Cornell University. The order form will be provided upon approval of applications. (Participants should ensure they receive the texts at least two weeks prior to the Instructor Institute. Thus it is recommended that you apply by August 14, 2015.)

- Empowerment Skills for Family Workers: Worker Handbook ($45),
- Instructor’s Manual ($55)
- Portfolio Advisor’s Manual ($30)
- Shipping fee of $10 for all three books for a total cost of $140

Meals: Snacks and drinks will be provided each day of the Instructor Institute. Lunch will be on your own. A list of nearby restaurants will be provided.

Nearby Hotels:

The Terrace Hotel
329 East Main Street
Lakeland, Fl 33801
Approximately 4 miles from Family Fundamentals

Hampton Inn & Suites
3630 Lakeside Village Blvd.
Lakeland, Fl 33803
Approximately 5 miles from Family Fundamentals

Holiday Inn Express
4500 Lakeland Park Drive
Lakeland, Fl 33809
Approximately 3 miles from Family Fundamentals
Florida Family Development Credential Course Instructor Application

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 interested in offering the FDC in my community
       _____ Other (please specify): ____________________________________________________

Please submit this application along with your facilitation vitae and responses to the Instructor Institute Application Questions.

Application deadline: September 1, 2015

Please return completed application to: Regina Wright, FL FDC Credentialing Coordinator; 6265 Opa Locka Lane, North Port, Fl 34291; Phone: (941) 257-2261, e-mail: reginaw@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

Applicant: I am committed to attend all four days of the FDC Instructors Institute. I understand I will not receive certification as an FDC instructor if I skip any sessions or leave early. I have also reviewed and agree to the attached RCMA policy on Maintaining Quality of FDC Instruction.

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. I have also reviewed and agree to the attached RCMA policy on Maintaining Quality of FDC Instruction.

Signature: _______________________________ Print Name: ______________________________ Date: _____________
Dear Institute Applicant,

We welcome your interest in becoming a Family Development Credential 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 courses.

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 Regina Wright of 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.

Sincerely,

Regina Wright, MHC, MS
Florida FDC Training and Credentialing Coordinator

Application Questions/Steps:

1. What interests you about the Family Development Credential Course? Why do you want to be an instructor for this program?

2. Tell us about your knowledge and experience that would relate to being an FDC Instructor (i.e. activities like leading group discussion, providing reflective supervision to staff, 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 staff from other agencies);
   - Collaborative efforts to promote the Florida FDC initiative to family-serving organizations in the community;
   - Any plans for discussing the FDC with a local college to be able to offer the course for college credit.

4. Please attach your vitae that includes a description of your education; supervisory or team support experience, and; experience facilitating groups, meetings, trainings, staffings, classes, etc.

5. Please review the following policy on maintaining the quality of FDC instruction.
Title: Maintaining Quality of Family Development Credential Instruction

Date: February 15, 2015

Policy: Florida Family Development Credential (FDC) instructors will adhere to standards of quality FDC instruction through timely facilitation of a course following certification. In addition, FDC instructors will participate in professional development opportunities that allow for collaboration and support among the FDC instructors.

1. FDC instructors will be required to facilitate/co-facilitate an FDC class within twelve (12) months of successfully completing the FDC Instructor Institute. If for any reason the instructor is unable to facilitate/co-facilitate a class within the timeframe, the instructor will complete an instructor refresher course prior to beginning a class. The instructor will then have six (6) months to facilitate/co-facilitate a class.

2. Any instructor unable to facilitate/co-facilitate a class within twenty-four (24) months of completing the initial FDC Instructor Institute will successfully complete the FDC Instructor Institute again prior to facilitation of an FDC class.

3. Every two years certified instructors will participate in at least one FDC professional development opportunity coordinated by the Florida FDC Coordinator. Participation may be via webinar or an in person update. Professional development topics may include, but not be limited to:
   - Curriculum enhancement
   - Working with different learning styles
   - Conflict management
   - Culture and diversity
   - Supporting portfolio advisors
   - Policy review and program quality

4. It is highly encouraged that each instructor completes the FDC course prior to becoming an instructor. However, if successful completion of the FDC course is not obtained prior to assuming the FDC instructor role, the instructor will be required to complete an FDC portfolio within twenty-four (24) months subject to approval by the FDC Coordinator.

5. Each instructor must belong to a sponsoring organization that, through documentation of agreement, supports the instructor’s time investment and role in the FDC Program.

Regina Wright, Family Development Specialist
Signature of FDC Coordinator

February 15, 2015
Date