



## MidSouth Regional Family Development Credential (FDC) Program

### Requirements for Submitting Portfolios

#### Format for submitting portfolio to University of Missouri-Kansas City (UMKC)

Portfolios are to be completed in a word-processing program or legibly handwritten. No staples, paper clips, or binder clips are necessary. Each portfolio must be separated by a distinguishable sheet of paper. All class portfolios are to be packed in a single box, which is to be addressed and mailed via FED-EX or UPS to the senior staff person responsible for final assessment. The portfolios will be kept on file for one year from the date the credential is issued, after which time they will be disposed.

#### In the following order, each portfolio should contain:

1. *Portfolio Checklist* form which can be found on the MidSouth Regional FDC website ([cas.umkc.edu/fdc](http://cas.umkc.edu/fdc))
2. *Application to Receive the MidSouth Regional (FDC) Family Development Credential*  
Make sure all information is complete and that affirmations from the participant, Facilitator and Portfolio Advisor are signed and dated.
3. Statement of Confidentiality must be signed and dated by the participant and advisor.
4. For each of the ten (10) chapters:
  - a. *Activities to Extend Your Learning and Skills Practice Plan* forms (page 18 of the Portfolio Advisor's Manual), signed and dated by the participant and advisor.
  - b. Responses to three (3) *Activities to Extend Your Learning* and advisor's feedback to participants reflecting the participant's growth and strengths, is required.
  - c. Complete *Skills Practice Reflection* form (page 19 of the Portfolio Advisor's Manual), signed and dated by the participant and advisor, which includes feedback.
5. Three (3) Family Development Plans (pages 186-187 *Empowerment Skills for Family Workers: A Workers Handbook*), completed with one family over a period. All identifying information about the family (names, addresses, etc.) should be removed.
6. Reflections on One Family's Progress Documented Through the Family Development Plan: a one page statement in which the participant reflects on what s/he 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 the participant learned from the process.
7. *Optional*: A brief (no more than one page) Letter from the Participant to the MidSouth Regional FDC portfolio reviewer, summarizing the impact of the sessions and portfolio development on the participant's work and personal life. This is optional, included to give an opportunity for more personalized contact for participants.

***Please contact the MidSouth Regional FDC Program Office at UMKC (816 235-2298) with any questions while participants are finalizing their portfolios.***