



## MidSouth Regional Family Development Credential (FDC) Program FDC Facilitators & Portfolio Advisors Institute Application

**Support for the FDC Program:** The University of Missouri-Kansas City (UMKC) College of Arts and Sciences Family Studies Program houses the MidSouth Regional FDC Program office, which coordinates the program.

**Responsibility of MidSouth Regional FDC Facilitators:** FDC Facilitators, with their sponsoring organizations or interagency coalitions:

1. Organize and offer an interagency program for frontline workers.
2. Facilitate over 90 hours of interactive FDC classroom sessions.
3. Appoint and supervise Portfolio Advisors (Portfolio Advisors provide guidance for workers' skills practice and portfolio development; preference for Portfolio Advisors should be given to individuals who have earned the FDC (the Family Development Credential).
4. Follow the MidSouth Regional FDC Program's procedures for administering the region-wide standardized exam and submitting workers' portfolios and feedback forms to the MidSouth Regional FDC Program office at UMKC.
5. Attend Facilitators Update meetings at least once every two years.

Sponsoring organizations do their own marketing and budgeting for the fees associated with training to cover their costs, including compensation for Facilitators and Portfolio Advisors and a \$300 program support fee paid to UMKC.

To prepare workers to earn the Family Development Credential, a local FDC Program must have at least one Facilitator, who has attended the FDC Facilitators Institute. Co-Facilitators and Portfolio Advisors may be selected and oriented by that Facilitator, who is held accountable by the MidSouth Regional FDC Program at UMKC for the quality of the program. However, Co-Facilitators and Portfolio Advisors are encouraged to also attend the Facilitators Institute.

**Costs:** The registration fee for the MidSouth Regional FDC Facilitators Institute is \$600. Lunch and snacks on each of the 3 days will be provided and are included in the fee.

A block of rooms at a group rate of \$99 per room is reserved for participants at the Courtyard by Marriott in Columbia MO for the Institute. Travel, lodging costs and meals, other than lunch, are the responsibility of each participant. Participants should make room arrangements directly with the hotel.

Participants 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).

**Expect notification of acceptance to the Institute prior to May 5, 2008.**



**MidSouth Regional Family Development  
Credential (FDC) Program  
FDC Facilitators  
& Portfolio Advisors Institute  
Application Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Sponsoring Organization/Coalition: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ County: \_\_\_\_\_

Email address: \_\_\_\_\_

*The Statement of Commitment below must be signed by the applicant and her/his supervisor. Thank you.*

**Statement of Commitment from Candidate and Supervisor**

Candidate's Commitment – If accepted, I will attend all three days of the Facilitators Institute.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting Agency's Supervisor – I support \_\_\_\_\_'s plan to be a FDC Facilitator or Portfolio Advisor and will work with her/him to ensure that time is available for this program to be offered.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please submit this application with your answers to the *Facilitators & Portfolio Advisors Institute Application Questions* and send to:

Brenda Bone, FDC Collaboration Manager, 5743 Wendl Rd. Hillsboro, MO 63050, and Phone: (573) 701-6677, Email: [bkbone@earthlink.net](mailto:bkbone@earthlink.net).

# **MidSouth Regional Family Development Credential (FDC) Program Facilitators & Portfolio Advisors Institute Application Questions**

Dear Institute Applicant,

Thank you for applying to become a MidSouth Regional Family Development Credential (FDC) Program Facilitator and/or Portfolio Advisor. The following application questions are intended to identify ways in which your participation in the FDC Facilitators Institute will promote the FDC program region-wide.

**Application Questions:** Please prepare answers using a maximum of three pages. If more than one person is applying from an organization or coalition, please attach the same answer for Question 3, but all applicants must complete their own responses to Questions 1 and 2.

## **Questions:**

**1. What interests you about the Family Development Credential Program? Why do you want to be a Facilitator and/or Portfolio Advisor for this program?**

**2. Tell us about your knowledge and experience that qualifies you to be an FDC Facilitator (i.e. activities like leading group discussions, structuring and supporting development of written and skills practice work, knowledge of family support principles, degrees earned, providing education and/or in-service training programs)?**

**3. Please describe your organization's or coalition's plans to offer or participate in the full FDC curriculum, including your time frame. Please include in your description responses to the following:**

- **Your future plans for offering an interagency training (with at least 1 out of 4 spaces open for workers from other agencies);**
- **Collaboration you have done to assure that the family development curriculum is seen as an interagency initiative by family-serving organizations in the community;**
- **If there are existing FDC programs in your community, please tell us about current or future goals you and/or your organization envision for FDC in your area to assure adequate participation in your programs. We recommend that prospective Facilitators and Portfolio Advisors consult with the current FDC programs in their area in advance of applying to the Institute.**
- **Are there any plans for articulation with a college for credit or continuing education units? If so, please describe potential or pending plans.**

JH 06/06