

MidSouth Regional Family Development Credential (FDC) Program
Credentialing Process

Form **B**

Use this form to request the MidSouth Regional Office at UMKC to send exam materials and to notify the office of the date of portfolio submission. This information serves to initiate the credentialing process. **This form is due after the completion of Chapter 5 in your FDC class.**

Date: _____

Sponsoring Organization or Coalition:

Facilitator(s):

Name: _____ Phone#: _____ Email: _____
Name: _____ Phone#: _____ Email: _____

List of Participants:

Attached is Form B1: "List of Participants," which provides the names of the individuals taking the MidSouth Regional FDC standardized exam. For our records, please include students who have chosen not to take the exam as well.

Exam Request:

1. Date of the Exam: _____
2. Exam proctors' names: _____
(2 required)
3. Number of exam packets and answer sheets needed: _____ (This number should match the number of participants listed in the Form B1: "List of Participants.")

Portfolio Review Request:

1. How many workers are submitting portfolios to be reviewed and evaluated? _____
This number should match item number of participants listed in the "List of Participants." If the number is different, please explain: _____
2. Circle the date portfolios will be sent to Brenda Bone (via registered mail) for review:

February 1 May 1 August 1 November 1
3. Please be sure to have your workers submit their portfolios in a manila envelope. Have them print their own mailing address on the envelopes; this will be the address to which the portfolio and credential will be mailed. Please encourage participants to make copies of their portfolios. After all portfolios are complete, they should be boxed and shipped via registered mail or UPS to: Brenda Bone, Missouri FDC Collaboration Manager, FDC Program, 10320 Pat Daly Rd., Cadet, MO 63630.

Please send Form B and Form B1: Jennifer N. Hill, FDC Program, UMKC Department of Sociology/CJC, 5215 Rockhill Rd., Kansas City, MO 64110. Phone: (816) 235-2298. Email: hilljn@umkc.edu

