

Family Development Training and Credentialing (FDC) Program (For Frontline Staff) Frequently Asked Questions

Can the FDC training hours be used towards other certification renewal and training requirements?

Yes, the **FDC training is approved for 90 clock hours** which can be used toward the following certification renewal and training requirements:

- Certification renewal for Credentialed Alcohol and Substance Abuse Counselors (CASAC), Credentialed Prevention Professionals (CPP), and Credentialed Prevention Specialists (CPS);
- Training requirements for Runaway and Homeless (RHY) youth development and youth issues as required by the NYS Office of Children and Family Services; and
- Professional development renewal for NYS School Age Care Credential (SACC).

Can I receive college credits?

Yes, in order to be eligible to receive college credits, students must earn the Family Development Credential. The college credits are from the Charter Oak State College which is issued by the National Program on Non-collegiate Sponsored Instruction (National PONSI). For additional information, and to learn about participating colleges and universities that accept PONSI credits, visit www.nationalponsi.org

How do I earn the Family Development Credential?

In order to be eligible to receive a credential from the University of Connecticut, students must: a) meet attendance requirements; b) complete all class work and portfolio assignments; c) complete all components of the portfolio and receive approval from both their course instructor and the National FDC Program; and c) pass the Family Development Credentialing Examination.

How often do classes meet?

Classes meet one day per week for 15 weeks (a total of 90 hours of classroom instruction), at City University of New York (CUNY) campuses and off-site campus locations. There is also an additional ten (10) hours of individual or small group instruction in portfolio advisement and portfolio development.

What if I arrive late to a session?

Late arrivals are disruptive to the instructor and fellow students. Students should plan to arrive at least 15 minutes prior to the start of class. Students arriving after the scheduled start time will be considered late. Students are also expected to return on time from any breaks, including lunch. Lateness will be documented at the start of class and after the break. Excessive lateness may result in actions prescribed for absences.

What if I am absent from a session?

As part of your commitment to participating in the FDC program, it is expected that students attend **all** class sessions. Absences jeopardize your continuation in the program, and the ability to earn the credential and clock hours.

Consistent attendance at classroom and portfolio development sessions is mandatory. After **any** absence from class or portfolio development sessions, students will be required to discuss the reason for their absence with their FDC instructor. In addition, students' supervisor or designated agency contact may be notified of absences by the Department of Youth and Community Development.

Attendance will be taken at the start of the session and again following the mid-session break. Absence from both sessions will be considered one full absence. Absence from either the start of the session or after the break will be considered one-half absence.

What if I have an appointment or staff meeting?

All appointments, staff meetings and other activities should be scheduled on days that do not interfere with FDC training.

Is there a cell phone policy?

As a courtesy to fellow classmates and the instructor, cell phones and/or other devices should be turned to vibrate or silent mode.

Can I make-up a session to fulfill the requirements, if needed?

It may be necessary to complete an additional written assignment(s) and/or attend a make-up session to meet the all of requirements needed to complete and/or receive the credential. Make-up sessions are held at the discretion of the instructor and are subject to approval by DYCD.

What are the Portfolio requirements?

All students must participate in an additional 10 hours (minimum) of portfolio development and advisement sessions as scheduled by the class instructor and portfolio advisor. The portfolio, which each student develops under the guidance of a portfolio advisor, enables workers to demonstrate their knowledge and understanding of the lessons learned in class through application of the FDC concepts at their work site.

Portfolio assignments are due on the dates provided by the course instructor. Students may either send assignments to their portfolio advisors ahead of time via email or hand them in on the day of the scheduled portfolio session. Students are also required to keep all scheduled portfolio development meetings. All portfolio assignments must be typed; with the exception of the Family Development Plans.

Missed Portfolio assignments or meetings: If a student does not hand in their assignment or meet with their advisor as scheduled, they will be required to meet with the course instructor and

portfolio advisor to outline a plan for completing the work in a timely manner. Students that miss two assignments may jeopardize their scholarship, as well as the opportunity to complete the course and earn their Family Development credential.

Keep copies of Portfolio assignments: Students are required to maintain copies of all completed portfolio assignments submitted as final for their records, until their approved portfolios are returned by the National FDC Program.

[Click here](#) for more information about the FDC Portfolio Development process.

Can I obtain a scholarship deferment, if necessary?

Students *may* be eligible for a scholarship deferment if they encounter unforeseen medical or family emergencies that interfere with continued class participation. Approval for scholarship deferments are on a case by case basis, and contingent upon: a) timely notification to program representatives; b) review of the students attendance; and c) status of portfolio assignments.

Students are responsible for contacting their course instructor and DYCD in writing to request a deferment. Please contact Rhodesia Humphrey, Deputy Director, at 646-343-6224/rhumphre@dycd.nyc.gov for further details.