



# FDC Fall

## Scholarship Application for the Family Development Training and Credentialing Program

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Credit-bearing  
Professional Development Training  
for Frontline and Family Workers

## PASSION PURPOSE GROWTH EMPOWERMENT IMPACT

### Professional Development Training for Frontline and Family Workers

The **Family Development Training and Credentialing Program (FDC)** is the result of a major New York State initiative to redirect the way health, education, and human services are delivered to families. This redirection moves systems away from crisis-oriented and fragmented services toward an empowerment and family support-based focus.

**FDC** benefits workers, families and organizations. Learning and practicing the concepts of family development is a valuable tool which enables organizations to work more effectively with families as well as improve services to families and communities - services and interventions are less fragmented and crisis driven.

The **FDC** training will impact all levels of your organization by empowering staff, strengthening your team and giving workers the skills they need to better serve your constituents.

With regular attendance, a satisfactory portfolio and passing the Family Development credential exam, workers can earn a **Family Development Credential** and PONSI college credits. See application for details regarding additional professional development benefits.

Cornell University research has documented the following benefits of **FDC** training:

- **Workers** develop effective skills in helping families and *individuals set and reach goals* of healthy self-reliance.
- **Family members** who worked with FDC credentialed workers are better able to recognize their strengths, set goals and develop the capacity to solve problems.
- **Organizations** increase their resources, opportunities to collaborate and staff feel motivated and validated.

*This training is for organizations that want to invest in their staff because they believe that they are only as strong as the people that work for them.*

## Family Development Training and Credentialing Program (FDC)

### *A Program for Frontline and Family Workers*

#### WHAT IS THE FDC CURRICULUM?

The FDC curriculum, developed by Cornell University and facilitated by a certified instructor, consists of 90 hours of intensive, interactive classroom study that include the following ten topics:

- *Family Development: A Sustainable Route to Healthy Self-Reliance*
- *Communicating with Skill and Heart*
- *Taking Good Care of Yourself*
- *Diversity*
- *Strengths-based Assessment*

*Helping Families Set and Reach their Goals* Describe a situation where you helped a family or individual achieve success

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- *Helping Families Access Specialized Services*
- *Home Visiting*
- *Facilitation Skills: Family Conferences, Support Group and Community Meetings*
- *Collaboration*

Classes meet one day per week for 15 weeks (see applicant feedback form for complete schedule and locations).

There is also an additional 10 hours of small group instruction in portfolio development. The portfolio, which each student develops under the guidance of a portfolio advisor, enables workers to demonstrate their understanding of the lessons learned in class through application of the FDC concepts at their work sites.

#### WHAT OTHER STATES HAVE FDC PROGRAMS?

There are over 6,500 credentialed workers in New York State and 11,500 nationwide. Other states that offer the FDC program include: Alaska, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Illinois, Kentucky, Massachusetts, Missouri, New Jersey, North Carolina, Pennsylvania, Texas, Virginia and the District of Columbia.

#### PROFESSIONAL DEVELOPMENT BENEFITS:

With regular attendance, an approved portfolio, and passing the credential exam, workers can earn a **Family Development Credential** issued by the University of Connecticut and Charter Oak College credits issued by the National Program on Non-collegiate Sponsored Instruction (National PONSI). For additional information and to learn about cooperating colleges and universities that accept PONSI credits, visit [www.nationalponsi.org](http://www.nationalponsi.org)

FDC training hours can also be used for:

- **Credentialed Alcohol and Substance Abuse Counselors (CASAC)** renewal requirements; individuals employed as **Credentialed Prevention Professionals (CPP)** and **Credentialed Prevention Specialists (CPS)** may also apply the training towards clock hours required to renew their certifications. FDC training is approved for 90 clock hours.
- **Runaway and Homeless (RHY)** training requirements for youth development and youth issues as required by the NYS Office of Children and Family Services.
- **NYS School Age Care Credential (SACC)** professional development renewal requirements.

## WHAT DOES THE FDC SCHOLARSHIP COVER?

The competitive scholarship offered by DYCD covers the full cost of tuition, credential exam and portfolio review fees. The applicant or their organization must determine how the materials fee will be paid (approximately \$45). Do not include payment with scholarship application.

## WHO'S ELIGIBLE FOR AN FDC SCHOLARSHIP?

The NYC Department of Youth and Community Development (DYCD) offers competitive scholarships for frontline and family workers of DYCD-funded and other community-based organizations, non-profits or designated City agencies located in any of the 43 Neighborhood Development Areas (NDAs) throughout New York City. *\*NDAs are coterminous with Community Boards.* Classes are held at City University of New York (CUNY) campuses and off-site campus locations.

Frontline and family workers can apply for the FDC scholarship upon recommendation from their supervisor and agency/organization's executive director, completion of a scholarship application form, and submission of a letter of support from a representative of their agency/organization on agency letterhead. ***Please note: agency or organization volunteers are not eligible for FDC scholarships.***

There are no formal educational requirements for the program; however students must be able to read and comprehend the curriculum, which is written in English at the 9<sup>th</sup> grade level, and possess the writing skills needed to complete the portfolio and other assignments. It is strongly recommended that program participants have basic computer skills, a valid email address and access to a computer, printer and the internet.

**Designated city agencies that are eligible for scholarships:** Administration for Children Services (*not including Head Start*); Dept for the Aging, Dept. of Juvenile Justice; Dept. of Probation; Dept. of Health and Mental Hygiene.

**Dept. of Homeless Services Staff:** contact Joyce Rivers, Deputy Director, DHS Training Bureau, 212-361-8553.

**ACS-Head Start Staff:** contact Eleanor Quallo, Policy Council Liaison, 212-361-7226.

## ELIGIBLE NEIGHBORHOOD DEVELOPMENT AREAS (NDAs):

**Bronx:** 1,2,3,4,5,6,7,8,9,10,11,12

**Manhattan:** 3,7,9,10,11,12

**Brooklyn:** 1,2,3,4,5,6,7,8,9,11  
12,13,14,15,16,17,18

**Queens:** 1,3,4,5,7,12,14

**Staten Island:** 1

For additional program information, please contact Meryl M. Jones, Director of Professional Development, DYCD, at 212-341-9568, or [mjones@dycd.nyc.gov](mailto:mjones@dycd.nyc.gov)

Individuals who do not meet the above scholarship eligibility criteria and are interested in participating in the FDC program should contact Deborah Douglass at the City University of New York, 646-664-8019, or [Deborah.Douglass@mail.cuny.edu](mailto:Deborah.Douglass@mail.cuny.edu) regarding payment options.

**Return original completed application to Professional Development/Capacity Building, NYC Department of Youth and Community Development, 156 William Street, 4th floor, NY, NY 10038; fax: 212-676-8164 or email to: [CapacityBuilding@dycd.nyc.gov](mailto:CapacityBuilding@dycd.nyc.gov). Closing date for applications: Friday, August 8, 2014.**

## **Class Guidelines**

### **Family Development Training and Credentialing (FDC) Program**

In order to earn the Family Development Credential, participants must meet the following criteria: comply with attendance policies, complete all portfolio requirements and pass the Family Development Credentialing Examination.

#### **Attendance**

As part of your commitment to participating in the FDC program, it is expected that students will attend classes **all** class sessions. Absences jeopardize your continuation in the program, and the ability to earn the credential as well as earn college credits. In order to receive PONSI college credits, students must attend **all class sessions**.

All appointments, staff meetings and other activities should be scheduled on days that do not interfere with FDC training. Participants should arrive at least 15 minutes prior to the start of class. Late arrivals are disruptive to the instructor and fellow students. Students are also expected to return on time from any breaks, including lunch. In addition, cell phones and/or beepers should be turned to vibrate or off.

- Classes meet for a total of **90** hours of classroom instruction. There is also an additional ten (10) hours of individual or small group instruction in portfolio advisement and portfolio development.
- Consistent attendance at classroom and portfolio development sessions is mandatory. In order to be eligible to receive a credential from Cornell University and to apply for PONSI college credits, FDC students must complete all class work and portfolio assignments. It may be necessary to complete an additional written assignment(s) and/or attend a make-up session to meet these requirements. Make-up sessions are held at the discretion of the instructor and are subject to approval by DYCD.
- After **any** absence from class or portfolio development sessions, students will be required to discuss the reason for their absence with their FDC instructor. 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.
- Students arriving after the scheduled start time will be considered late. Lateness will be documented at the start of class and after the break. Excessive lateness may result in actions prescribed for absences.

#### **Portfolio Development**

Under the guidance of the instructor and portfolio advisor, students will create a portfolio, which provides a format for workers to demonstrate their knowledge and understanding of family development skills. The FDC portfolio helps workers express their knowledge and skills through three basic components: *Activities to Extend Learning, Skills Practice Reflection, and Family Development Plans*. All students must also participate in an additional 10 hours (minimum) of portfolio development and advisement sessions as scheduled by the class instructor and portfolio advisor. Students must complete all components of the portfolio in a timely manner as determined by the FDC Instructor and/or Portfolio Advisor in order to be eligible to take the Family Development Credentialing Exam.

Students who face unforeseen medical or family emergencies that may interfere with continued class participation may be eligible for a scholarship deferment. Please contact Meryl M. Jones, Director of Professional Development, 212-341-9568 for further details.



***Dear Applicant:***

Thank you for your interest in the **Family Development Training and Credentialing Program**. The scholarship application process is competitive – it is highly recommended that you provide complete and detailed information as requested.

Before submitting your scholarship application, please check the following:

- All items are filled out completely and legibly –print or type your information. Incomplete or illegible applications may not be considered.***
- Obtain all necessary signatures.***
- Letter of support from agency representative is included.***
- Campus location has been selected.***

**Note:** Applicants will receive an electronic or fax confirmation that their application has been received within one week of submission. It will also indicate if the application is complete or requires additional information.

If you do not receive a confirmation, then we have not received your application. Be sure to retain a copy of your completed application for your files. We are not liable or responsible for lost or misdirected applications.

**Return completed applications to:**

Professional Development/Capacity Building  
NYC Department of Youth and Community Development  
156 William Street, 4th Floor  
New York, NY 10038  
via email to: [CapacityBuilding@dycd.nyc.gov](mailto:CapacityBuilding@dycd.nyc.gov)  
or fax: 212-676-8164

**Applications must be received by Friday, August 8, 2014.**

Application Number \_\_\_\_\_

**FAMILY DEVELOPMENT TRAINING AND CREDENTIALING (FDC) PROGRAM  
SCHOLARSHIP APPLICATION FORM (PART I)**

*Please type or print clearly. Complete all questions.*

**Candidate's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **CB#** \_\_\_\_\_

**Worksite Address:** \_\_\_\_\_ **Boro:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_ **Boro:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
*(if different from worksite address)*

**Date Hired:** \_\_\_\_\_ **Yrs. In Position:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Boro:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**If DYCD funded, note program area: OST\_\_ SYEP \_\_ Beacon \_\_ RHY\_\_ NDA\_\_ Other \_\_\_\_\_**

**\*\*If funded by another City agency, indicate which \_\_\_\_\_**

**Have you ever previously applied for an FDC Scholarship? \_\_\_yes \_\_\_no If yes, when \_\_\_\_\_**

**Candidate's Signature:** \_\_\_\_\_

**Relevant Prior Positions / Experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background:**

<u>Name of Institution</u>	<u>Dates of Attendance</u>	<u>Degree</u>	<u>Major</u>

**Special Training/Skills/Certifications:**

<u>Name of Training</u>	<u>Where Received</u>	<u>Date Received</u>

Have you participated in other DYCD intensive trainings? Please indicate your status below:

Initiative	Applied	Accepted	Currently Enrolled	Date Completed
HMPI				
Leadership Caucus				

**AGENCY / ORGANIZATION INFORMATION ( PART II)**

(A) Identify a senior/management staff person(s) who is (are) designated to become acquainted with the underlying concepts of FDC and will attend focus group / feedback sessions This designee will also be responsible for monitoring the candidate’s attendance on a weekly basis, and will be contacted in case of excessive absence from class or portfolio development sessions. The designee will be expected to meet with DYCD Professional Development staff if the candidate does not adhere to the FDC Class Guidelines:

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

Title: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to candidate \_\_\_\_\_

(B) Agency/Organization Commitment: I support \_\_\_\_\_ for the FDC Scholarship.

Name \_\_\_\_\_ Title \_\_\_\_\_  
(Print) (candidate)

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

Supervisor’s Commitment: I support \_\_\_\_\_ for the FDC Scholarship.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(candidate)

\* **NOTE 1: ALL APPLICANTS MUST SUBMIT A LETTER OF SUPPORT FROM A REPRESENTATIVE OF THEIR AGENCY/ORGANIZATION ON THE AGENCY/ORGANIZATION’S LETTERHEAD.**

**FAMILY DEVELOPMENT TRAINING AND CREDENTIALING (FDC) PROGRAM  
SCHOLARSHIP APPLICATION FORM**

**AGENCY / ORGANIZATION INFORMATION (PART II continued)**

**1) Explain why you endorse the candidate as a scholarship nominee and how will FDC enhance the candidate's work performance?**

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**2) How has this candidate's job skills/work performance evolved during employment / appointment?**

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**3) How will your organization accommodate your candidate so that he or she can commit to class and portfolio development scheduling requirements? Does the candidate's current attendance and punctuality record indicate their potential to adhere to the attendance requirements of the FDC program? The timely submission of completed portfolio assignments is a key component of the FDC training. Does the candidate meet assigned deadlines?**

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**4) Participants in the FDC program are required to do extensive reading, complete a written portfolio and take a multiple choice examination. Participants must be able to read and write in English at a ninth grade level. It is strongly recommended that participants possess basic computer skills, a valid email address and to a computer, printer and the internet. Please explain how your candidate meets these criteria.**

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**FAMILY DEVELOPMENT TRAINING AND CREDENTIALING (FDC) PROGRAM  
SCHOLARSHIP APPLICATION FORM**

**APPLICANT INFORMATION (PART III continued)**

**8) Please describe how you heard about the FDC program, why you are interested in participating, and how you think it will benefit you, your organization and the families that you serve.**

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**9) Describe a challenging situation where you helped a family or individual achieve success – include the steps taken to help resolve the problem.**

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**10) The timely submission of completed portfolio assignments is a key component of the FDC training. Participants are required to do extensive reading, complete a written portfolio and take a multiple choice examination; participants must be able to read and write in English at a ninth grade level. It is strongly recommended that participants possess basic computer skills, a valid email address and access to a computer, printer and the internet. Please explain how you meet these criteria.**

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Application Number \_\_\_\_\_

**FAMILY DEVELOPMENT TRAINING AND CREDENTIALING (FDC) PROGRAM  
SCHOLARSHIP APPLICATION FORM**

**APPLICANT FEEDBACK FORM (PART IV)**

Please indicate your **first** and **second** choice where you prefer to attend class. Classes meet **once** a week on the day indicated – schedules vary by campus.

**Bronx**      **Lehman College (CUNY)      250 Bedford Park Boulevard West**  
\_\_\_\_\_  
Fridays, October 10, 2014 – February 6, 2015      (15 weeks)  
10:00 AM - 5:00 PM

**Brooklyn**      **New York City College of Technology (CUNY) 25 Chapel Street**  
\_\_\_\_\_  
Fridays, October 10, 2014 – February 6, 2015      (15 weeks)  
9:00 AM – 4:00 PM

**Manhattan**      **School of Professional Studies (CUNY)      119 West 31st Street**  
\_\_\_\_\_  
Fridays, October 3, 2014 – January 30, 2015      (15 weeks)  
9:30 AM - 4:30 PM

**Note:** All campuses – No classes on Nov. 28, Dec. 26 and January 2.

All students **must** attend an additional minimum of 10 one-hour sessions for portfolio development.

Name \_\_\_\_\_ Title \_\_\_\_\_  
(Print)

Organization \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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

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