

Class Guidelines

Family Development Training and Credentialing (FDC) Program (for frontline and family workers)

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

Attendance

As part of your commitment to participating in the FDC program, it is expected that students will attend classes on a regular basis. Absences jeopardize your continuation in the program, and the ability to earn the credential as well as earn college credits. In order to receive Excelsior 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 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.
- 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.

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.

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 and Reflection
- 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 order to be eligible to take the NYS Family Development Credentialing Exam.