Statement of FDC Course Commitment

I, ___________________________, commit to fully attend the Family Development Training and Credentialing (FDC) program. More specifically, I will complete the following requirements and I will honor the following commitments:

1. Attend and participate in all scheduled classes. I understand that there will be 15 classes, held every other week. I also understand that I am to attend the entire class.

2. Read the assigned readings from the FDC course textbook entitled, “Empowerment Skills for Family Workers: A Worker Handbook”.

3. Meet with my Portfolio Advisor twice a month for individual supervision. While taking the FDC course, I understand that my assigned FDC Portfolio Advisor will assist me in the completion of my FDC Portfolio.

4. Complete and submit all portfolio requirements.

5. Take the FDC Credentialing Exam.

6. Follow FDC Program policies, procedures, rules and requirements as presented by the FDC Instructor and my FDC Portfolio Advisor.

I also agree to keep all information shared within this course confidential.

___________________________  _____________
(Participant’s Signature)                    (Date)

With my signature, I agree to release _______________________(Name of Participant)
for full participation in the FDC Program, as detailed above.

___________________________  _____________
(Employer’s Signature)                   (Date)
FDC Course Attendance Guidelines

In order to make the FDC course a meaningful and beneficial learning experience for you and other workers, we ask that you agree to abide by the following FDC Course Attendance Guidelines:

1. **Class Sessions:** The course will meet once every other week as scheduled for approximately six (6) hours of class work, for 15 class sessions. There will be a one (1) hour break for lunch during each class session.

2. **Portfolio Advisement:** Advisement will occur as regularly scheduled individual sessions with the assigned Portfolio Advisor during the FDC course. During these sessions, you will meet for portfolio advisement and development. Together you will develop arrangements to submit and return portfolio work and meet to plan and review Skills Practice Plans.

3. **Overall Attendance:** Students are expected to attend 100% of class sessions. If for some reason, you are absent/ late to class or your sessions with your Portfolio Advisor, you will be expected to make-up the work. *(See Learning Contract for additional information.)*

4. **Absences:** If you have more than two (2) absences from class for any reason, you will be asked to meet with your FDC Instructor and/or the FDC State Coordinator to determine your status in the program and may be required to attend missed sessions when another cohort is offered.

5. **Class Session Attendance:** Attendance is taken at the start of class and again following the lunch break. 100% attendance of each class session is expected.

6. **Lateness:** Lateness may result in similar actions prescribed for absences.

As a courtesy to fellow classmates and the instructor, cell phones and beepers are expected to be turned to vibrate mode during class.

I agree to abide by the FDC Course Attendance Guidelines.

__________________________________________________________  _____________  
(Participant’s Signature)                                           (Date)

__________________________________________________________  _____________  
(Employer’s Signature)                                           (Date)