Statement of FDC Course Commitment

I, ___________________________, commit to fully attend the Family
(Name of Family Worker)

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 Family Worker Coordinator twice a month for individual
supervision and once a month for group as is currently scheduled. While
taking the FDC course, I understand that my assigned Family Worker
Coordinator will also serve as my FDC Portfolio Advisor to 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.

___________________________  _____________
(Family Worker’s Signature)                    (Date)

With my signature, I agree to release _______________________
(Name of Family Worker)

for full participation in the FDC Program, as detailed above.

___________________________  _____________
(Child Care Center Director’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 during the regularly scheduled individual sessions with your Family Worker Coordinator, who will serve as your 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.

__________________________________________  _____________
(Family Worker’s Signature)      (Date)

__________________________________________  _____________
(Child Care Center Director’s Signature)     (Date)