

Family Development Credentialing Program (FDC) for Supervisors Frequently Asked Questions

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

Yes, the **FDC training is approved for 30 clock hours** which can be used toward the following certification renewal requirements:

- Credentialed Alcohol and Substance Abuse Counselors (CASAC), Credentialed Prevention Professionals (CPP), and Credentialed Prevention Specialists (CPS).

Can I receive college credits?

No, unlike the FDC for frontline staff, students earning the FDC for Supervisor's Leadership Credential are not eligible to receive PONS! college credits.

How do I earn the Leadership Credential?

In order to be eligible to receive the Leadership Credential from the University of Connecticut, students must meet the attendance requirements, complete all class work and portfolio assignments, and have their final portfolios reviewed and approved by the National FDC Program. *There is no exam for the Leadership Credential.*

How often do classes meet?

Classes meet one day per week for 14 weeks (a total of 42 hours of classroom instruction), at the City University of New York (CUNY) School of Professional Studies.

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.

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.

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 Leadership Portfolio requirements?

All students must also participate in the peer advisement sessions as scheduled by the course instructor, and the final portfolio review session and presentation as identified on the scholarship application. As “peer advisors” to each other, students must be present to offer one another support, encouragement and feedback on their learning projects.

Portfolio assignments are due on the dates provided by the course instructor. Students may also send assignments to the instructor ahead of time via email. Students are required to keep all scheduled portfolio development meetings. **All portfolio assignments must be typed.**

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 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 Leadership 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.

Non-completion of any of the five Independent Learning Projects, the final Independent Learning Project Plan and Personal Reflection will also jeopardize students’ ability to earn the Leadership Credential.

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

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.