



Bill de Blasio
Mayor

Department of
Youth & Community
Development

Bill Chong
Commissioner

2016

Spring Scholarship Application

Family Development Credentialing Program for Supervisors

Professional Development Leadership Training for
Supervisors, Managers and Directors



Family Development Credentialing Program (FDC) for Supervisors

Professional Development Leadership Training for Supervisors, Managers and Directors

TABLE OF CONTENTS

| | |
|--|-----|
| Welcome to the Family Development Credentialing Program for Supervisors..... | 1 |
| Scholarship Eligibility Requirements..... | 3 |
| Scholarship Application Form..... | A-1 |
| Applicant Information..... | A-2 |
| Agency/Organization Endorsement and Letter of Support..... | A-7 |
| Campus Location Notification..... | A-8 |
| Candidate’s Commitment..... | A-8 |

Return Original Completed Application to: Professional Development/Capacity Building, NYC Department of Youth and Community Development, 2 Lafayette Street, 20th floor, NY, NY 10007, or via email: CB-FDC@dycd.nyc.gov. Closing date for applications: **Friday, January 8, 2016**

WELCOME TO FAMILY DEVELOPMENT CREDENTIALING PROGRAM FOR SUPERVISORS

Thank you for your interest in the Family Development Credentialing Program (FDC) for Supervisors. You have taken an important first step towards helping your organization to strengthen the skills of its staff, thereby enabling the families and individuals that you work with to set and reach goals of healthy self-reliance.

This booklet contains information about the FDC for Supervisors, the scholarship eligibility requirements, and scholarship application. For additional program information, please contact Rhodesia Humphrey, Deputy Director, Capacity Building, DYCD, at 646-343-6224, or CB-FDC@dycd.nyc.gov.

What is FDC for Supervisors?

The FDC for Supervisors is an intensive professional development training for supervisors, managers and directors; developed by the National FDC Program, at the University of Connecticut. The program is based on family development principles, with an emphasis on empowerment-based leadership.

What is the curriculum?

The FDC for Supervisors curriculum consists of 42 hours of intensive, interactive classroom study, facilitated by a certified instructor. The topic areas are as follows:

- *The Family Development Credential and the Empowered Workplace*
- *Transforming Your Workplace through Empowerment-based Leadership*
- *Leadership and Self-Empowerment*
- *Supervising with Skill and Heart*
- *Cultural Competence*

How often does the class meet?

Classes meet one day per week for 14 weeks, at the City University of New York (CUNY) School of Professional Studies. (See the **Scholarship Application Form** for schedule and location.)

What are the Leadership Portfolio requirements?

The leadership portfolio enables students to apply their knowledge and understanding of the curriculum to their professional practice. It consists of three components, which include: the Independent Learning Projects, Leadership Empowerment Plan, and a Personal Reflection on the Leadership Empowerment Plan. Components are planned, developed, and completed in collaboration with a colleague in class, who will serve as a “peer advisor”.

Students should expect to spend an additional 2-3 hours per week individually on the development of their portfolio.

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.*

What are the professional development benefits?

In addition to earning a Leadership Credential, the ***FDC for Supervisors training is approved for 30 clock hours***, which can be used toward renewal requirements and certifications for Credentialed Alcohol and Substance Abuse Counselors (CASAC); and Credentialed Prevention Professionals (CPP) and Credentialed Prevention Specialists (CPS).

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.

What should I consider before applying?

The FDC for Supervisors is the equivalent of taking a college course. Applicants should consider the time commitment that is required to participate in the program, including attending classes, portfolio development, and working on and completing assignments. Additionally, the ability to balance the program's requirements, with work and family should be factored into your decision.

SCHOLARSHIP ELIGIBILITY REQUIREMENTS

Supervisors, managers and directors 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, are eligible to receive an FDC scholarship. (*NDAs are coterminous with Community Boards.)

The following City Agencies are eligible for scholarships: Administration for Children Services (ACS), Dept. for the Aging (DFTA), Dept. for Homeless Services (DHS), Dept. of Juvenile Justice (DJJ); Dept. of Probation (DOP); Dept. of Health and Mental Hygiene (DOHMH). ***For DHS only:*** contact Kimberly Wynn, HR Training Manager, DHS Training Bureau, at (212)361-8553, or kwynn@dhs.nyc.gov.

Neighborhood Development Areas (NDA)

| Borough | NDA |
|---------------|---|
| Bronx | 1,2,3,4,5,6,7,8,9,10,11,12 |
| Brooklyn | 1,2,3,4,5,6,7,8,9,11,12,13,14,15,16,17,18 |
| Manhattan | 3,7,9,10,11,12 |
| Queens | 1,3,4,5,7,12,14 |
| Staten Island | 1 |

Individuals who do not meet the above scholarship eligibility criteria and are interested in participating in the FDC program should contact Carrie Shockley at the City University of New York, 646-664-8233, or Carrie.Shockley@cuny.edu regarding payment options.

What does the FDC scholarship cover?

The NYC Department of Youth and Community Development (DYCD) offers competitive scholarships, which cover the full cost of tuition, and portfolio review and credentialing fees. The participant, or their organization is responsible for the cost of course materials (approximately \$55). ***Do not include payment with scholarship application.***

How do I apply?

Supervisors, managers and directors can apply for the FDC for Supervisors 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 for Supervisors scholarships.***



Application Number _____

FAMILY DEVELOPMENT CREDENTIALING PROGRAM (FDC) FOR SUPERVISORS SCHOLARSHIP APPLICATION FORM

Following is the scholarship application form which must be completed to be considered for the FDC Program for Supervisors. The application consists of four sections beginning on page A2 through A8: Section I – Applicant Information; Section II - Agency/Organization Information (including a Letter of Support); and Section III – Campus Location Notification & Candidate’s Commitment Form.

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 that you have completed 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.**
- Applicant Information Section is complete and responses are detailed.**
- Campus location has been selected.**
- Leadership Portfolio Consent has been completed and signed.**

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

SECTION I: APPLICANT INFORMATION

Confirmation Notification: Applicants will receive an electronic or faxed confirmation regarding the receipt of their application, within one week of submission. Confirmations will also indicate whether 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.

(Please type or print clearly. Complete all questions.)

Candidate's Name: _____ **Title:** _____

Agency/Organization: _____ **NDA/Community Board#:** _____

Worksite Address: _____ **Boro:** _____ **Zip:** _____

Work Phone: _____ **Fax:** _____ **E-mail:** _____

Agency Address: _____ **Boro:** _____ **Zip:** _____

(If the Agency address is different from the worksite address.)

Date Hired/Appointed: _____ **Years in Position:** _____ **Number of staff you supervise:** _____

If DYCD funded, note program area: OST SYEP Beacon RHY NDA Other _____

****If funded by another City agency, indicate the name** _____

Home Address: _____ **Apt:** _____ **Boro:** _____ **Zip:** _____

Home Phone: _____ **E-mail:** _____

***Please indicate your preference for mailing:** home agency

Have you received your FDC credential? Yes No **If yes, indicate year?** _____ **Campus:** _____

Have you applied for the FDC program for Supervisors previously? Yes No **If yes, indicate year?** _____

How many FDC credentialed workers do you have on your staff? _____, **in your agency?** _____

How many workers are currently enrolled in FDC training? _____

If none, how many have applied for Spring 2016 classes? _____

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

SECTION I: APPLICANT INFORMATION (continued)

Educational Background:

| <i>Name of Institution</i> | <i>Dates of Attendance</i> | <i>Degree</i> | <i>Major</i> |
|----------------------------|----------------------------|---------------|--------------|
| | | | |
| | | | |

Have you participated in other DYCD professional development intensive trainings? (Please indicate your status below.)

| Initiative | Applied | Accepted | Currently Enrolled | Date Completed |
|-------------------|----------------|-----------------|---------------------------|-----------------------|
| HMPI | | | | |
| Leadership Caucus | | | | |

Please provide complete, detailed responses for Questions 1-8 below. (Attach additional sheets, if needed.)

- 1) Describe in detail the mission of your agency, including the type of facility in which you work, size, staff, clients served, target population, and location.

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

SECTION I: APPLICANT INFORMATION *(continued)*

2) As a leader/supervisor, provide an overview of your job responsibilities. If applicable, include the number of staff that you supervise.

3) If you do not supervise staff, demonstrate how you are a leader in your agency.

4) What interests you about the FDC for Supervisors? How will the FDC for Supervisors enhance your performance as a supervisor in your agency, and improve your ability to do your work?

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

SECTION II: AGENCY/ORGANIZATION ENDORSEMENT INFORMATION

Part A: Please complete the information below, including appropriate signatures.

Agency/Organization Commitment: I support _____ *for the FDC Program for Supervisors.*
(Candidate)

Name: _____ Title: _____
(Print)

Signature: _____ Date: _____
(Agency/Organization Executive Director)

Part B: Submit a Letter of Support from a representative of the Agency/Organization (*on Letterhead*) which demonstrates support of the candidate's participation in the FDC Program. This is required.

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

SECTION III: CAMPUS LOCATION NOTIFICATION

Following is the CUNY campus location and schedule for this program: **Reminder:** Classes meet once a week, for **14 weeks**, on the day indicated below.

| Borough | CUNY Campus/Location | Class Schedule |
|---|---|--|
| Manhattan | School of Professional Studies 119 West 31st Street | Fridays, February 19 – June 10, 2016 9:30 AM – 12:30 PM |
| No classes will be held on March 25, April 22, and April 29, 2016 | | |

SECTION IV: CANDIDATE'S COMMITMENT

Please complete and sign the information below to confirm that you agree to: (a) fully participate in the Family Development Credentialing Program for Supervisors; (b) comply with the attendance requirements; (c) complete the program and Leadership Portfolio; (d) demonstrate the FDC for Supervisors application in your work, as appropriate; and (e) participate in the program follow-up efforts.

Name: _____ **Title:** _____
(Print)

Organization: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Signature: _____ **Date:** _____

Return original completed application to: Professional Development/Capacity Building, NYC Department of Youth and Community Development, 2 Lafayette Street, 20th floor, NY, NY 10007, or via email:

CB-FDC@dycd.nyc.gov. Closing date for applications: **Friday, January 8, 2016**