

# Step 1: Scholarship Application Information Guide for FDC and FDC for Leaders

Thank you for your interest in the Family Development Credential (FDC) and FDC for Leaders Programs. Now you can apply for both programs online. Use this guide to find out about which documents to include with your online scholarship application; where to go if you have questions; eligibility and program requirements; and more.

## 1. Documents to include in your online scholarship application

### Part 1: Online FDC Scholarship Application

- Prior to completing the application, applicants must register first, by setting up a username and password. The application content includes: (a) Demographic Questions (personal and agency contact information, educational background, and other intensive training attended); (b) Narrative Questions; and (c) Campus Selection.

### Part 2: The Agency/Organization Letter of Support

- Applicants must submit a Letter of Support with their scholarship application. The Letter of Support must be completed on the organization's letterhead by the applicant's supervisor, or a senior level/management staff person. To submit your application, first upload the Letter of Support into the online scholarship application. *(See Step 2: Agency/Organization Letter of Support for important information that must be included.)*

2. **Costs covered by the scholarship:** Scholarships, which are offered by the NYC Department of Youth and Community Development (DYCD), **cover the full cost of tuition, course handbook, credential exam and portfolio review fees.**
3. **Questions, or to request information:** All inquiries should be emailed to Rhodesia Humphrey, Capacity Building Deputy Director at: [CB-FDC@dycd.nyc.gov](mailto:CB-FDC@dycd.nyc.gov), or call 646-343-6224.
4. **Notification of Application Receipt:** Applicants will receive an electronic confirmation once they have successfully submitted their online scholarship application.
5. **Scholarship Eligibility Requirements**
  - **FDC Applicants only:** Frontline, or other staff working with families, youth, or other individuals
  - **FDC for Leaders Applicants only:** Supervisor, manager, director, or other staff in a leadership role working with families, youth, or other individuals
  - Employed by a DYCD-funded organization, other community-based organization, non-profit, or City Agency
  - Agency/Organization should be located, or providing services in any of the 43 Neighborhood Development Areas\* (NDAs) throughout New York City identified below. *(\*NDAs are coterminous with Community Boards.)*

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

- **City Agencies that have participated in the FDC and FDC for Leaders Programs:**

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•Administration for Children Services (ACS) •Dept. for the Aging (DFTA) •Dept. of Design and Construction (DDC) •Dept. for Homeless Services (DHS)\* •Dept. of Juvenile Justice (DJJ) •Dept. of Probation (DOP) •Dept. of Health and Mental Hygiene (DOHMH) •(\*DHS staff who are interested in applying for the FDC Scholarship should contact Kimberly Wynn, HR Training Manager, DHS Training Bureau, at (212)361-8553, or [kwynn@dhs.nyc.gov](mailto:kwynn@dhs.nyc.gov).)

- Agency or organization volunteers are **not** eligible to receive a scholarship
- **What if I do not meet the scholarship eligibility criteria?** Individuals who do not meet the above scholarship eligibility criteria, but are interested in participating in the FDC or FDC for Leaders Program, should contact Carrie Shockley, Director, John F. Kennedy, Jr. Institute for Worker Education at the City University of New York, 646-664-8233, or [Carrie.Shockley@cuny.edu](mailto:Carrie.Shockley@cuny.edu) regarding payment options.

### **6. Program Requirements**

Both FDC and FDC for Leaders are the equivalent of taking a college course. Selected applicants are required to fulfill the program requirements indicated below, in order to be successful in the program and eligible to earn the FDC credential, or Leadership Credential (FDC for Leaders only).

- ✓ **FDC only: Full-day training** – once per week (on Fridays) for 15 weeks
  - *Comprehend the FDC curriculum, which is written in English at a 9<sup>th</sup> grade level*
  - *Meet and communicate with assigned class portfolio advisor, as scheduled*
  - *Pass a multiple choice examination*
  - *Possess the writing skills needed to complete the portfolio and other assignments*
- ✓ **FDC for Leaders only: Half-day training** – once per week (on Fridays) for 14 weeks
  - *Meet and communicate with assigned class Peer Advisor, as scheduled*
  - *Demonstrate at worksite, the FDC for Leaders application, as appropriate*
  - *Prepare and present during final portfolio review session*
- ✓ **FDC and FDC for Leaders:**
  - *Complete and submit written portfolio assignments on time*
  - *Read assigned modules in preparation for class/group discussions*
  - *Possess basic computer skills*
  - *Have access to a valid email address, computer, printer and the internet for the purpose of communication, assignments, and portfolio work associated with the program*

- 7. What to consider before applying:** In addition to the program requirements, applicants should consider their own ability to balance participating in the program, with work and family obligations.