FDC Request for Portfolio Review and Exam

Please mail this form, check, and complete list of candidates to Missouri CAN one month prior to exam date. Checks should be made payable to **Missouri Community Action Network (Missouri CAN)** with attention to Becky King – Missouri CAN at 2014 William St. Jefferson City, MO 65109.
Phone: 573-634-2969. Fax: 573-636-9440. E-mail: bking@communityaction.org

Sponsoring organization, college or coalition_____

Head Instructor of FDC class_____

Instructor or supervisor exams should be sent to:

Name: _____ E-mail:_____

Address you would like the exams sent to:

_____
(Street) (suite/flr.)

_____
(Town/City) (State) (Zip Code)

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1. How many workers will be taking the exam/submitting portfolios? _____
Please attach an alphabetized participant list with full name, home address, phone number, date of birth, gender, and email address.

2. Exam date: _____

3. Date portfolios will be sent to **Carol West** for review: _____
Please include a copy of this form and final class list with your portfolios. Ms. Carol West will review portfolios and mail them back to instructors. Results will be conveyed via email.

4. Portfolio review and credentialing fee costs **$350 per student**. If an invoice is needed, please request one in advance at bking@communityaction.org. Exams will not be sent out until payment is received.

5. All FDC credentials will be mailed directly to the FDC instructor for distribution to their students.

Portfolios should be sent to Ms. Carol West in one of the following ways:

*<u>Mail</u>- via USPS, UPS, or FedEx to:
Ms. Carol West, National FDC Program, 611 Utica St. Ithaca, NY 14850
Please use tracking. No signature is required.
Original paper copies or a flash drive of class portfolios will be accepted.

*<u>Electronically</u>- via Dropbox. Go to www.dropbox.com where you can create a free account if you don't already have one. Upload your box with your class portfolios and then share them with Carolwest15@gmail.com. An email will be sent to Carol with a direct link for her to access the portfolios.