

Timeline for FDC Process

Instructors

<u>What to submit</u>	<u>When to submit</u>	<u>Submit to whom</u>	<u>Where to submit</u>
Notice to Start form (1 per class) Notice to Start Fee (\$200) Made payable to: Missouri CAN (1 per class)	30 days before first class	Becky King/ Missouri CAN	bking@communityaction.org (Fax: 573-636-9440) Missouri CAN 2014 William St. Jefferson City, MO 65109
Portfolio/exam request form including final class roster Credentialing fee Made payable to: Missouri CAN (\$350 per student)	4 weeks prior to exam date <i>(to arrive at the Missouri CAN office by 3 weeks prior)</i>	Becky King/ Missouri CAN	bking@communityaction.org (Fax: 573-636-9440) Missouri CAN 2014 William St. Jefferson City, MO 65109
Portfolios	Within two weeks before or after exam date (you will indicate when you plan to send them on the request form)	Carol West/FDC Portfolio Reviewer	Carol West 611 Utica St. Ithaca, NY 14850 OR send email to carolwest15@gmail.com for DropBox link.
Exams	within 48 hours after exam	Amy Knight/FDC - via registered mail	University of Connecticut 348 Mansfield Rd. Storrs, CT 06269-1058
Final class roster w/exam & portfolio results	Within 2 weeks after grading is complete	Becky King/ Missouri CAN Amy Knight/FDC	bking@communityaction.org (Fax: 573-636-9440) nationalfdc@uconn.edu (Fax: 860-486-0606)

Note: If forms are sent in via email/fax, a copy of the form should be mailed with payments. Thank you.