



MHSA is a Certificated Trainer Agency for the National Family Development Credential® Program/University of Connecticut

Basic Information: It is important the FDC Candidate has uninterrupted time during class sessions.

- 90-hour Course
- 10 weeks of study (virtual, in person or hybrid model)
- 80 hours classroom instruction – schedule will be given out on the first day of class.
- 10 hours Portfolio Advisor review – schedule will be developed by the candidate and the assigned advisor.

Cost: All fees must be paid before the first day of class. Each Candidate will receive:

- The Family Development Manual (digital and hardcopy)
- A Certified Certificate from the National Family Development Credential Program/University of Connecticut.
- Discounted fee to attend a MHSA Conference or Institute for 12 months after completion.
- A username and password to the networking portal for MHSA FDC Graduates only.

FDC Candidate will be required to:

- Provide MHSA with contact information and mailing address for their credential.
- Review and sign: A letter of FDC Course Commitment
- Review and sign: A Confidentiality Statement
- Attend classroom instruction.
- Attend meetings with their Portfolio Advisor
- Complete assignments in a timely manner.
- Advise their Instructor and Portfolio Advisor of any barriers to attending classroom instruction, advisory meetings, or completions of assignments.

Sponsoring Program of the FDC Candidate:

- Will receive a schedule of the of the classroom instruction
- Will be notified is the FDC Candidate is not adhering to the rules and responsibilities of the participating in the program and is in danger of being dropped from the program or is unable to take the final certification exam.
- Will be able to speak directly with the Class Instructor about any concerns or questions about the class or their FDC Candidate.

Refunds:

- Full refunds minus a \$75.00 processing fee are given prior to the first day of class and must be send in writing to the MHSA Operation Manager at operation_mhsa@md-hsa.org.
- Refunds for No shows and for participates that drops out of the program after the first week of class, is limited to \$300.00.