



National Family Development Credential® Program
FDC™ Instructors' Training Institute Application Form

Virtual Instructor Institute via WebEx

September 28-October 2, 2026

Name: \_\_\_\_\_ FDC Credentialed? Y/N
Please type or print clearly.

Position: \_\_\_\_\_

Full Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Degree \_\_\_\_\_ Institution \_\_\_\_\_ Date completed \_\_\_\_\_

Educational Requirement: A bachelor's degree is required or a direct oversight by an FDC Instructor with a BA. FDC Instructor's Name: \_\_\_\_\_
Private consultants are not eligible without a sponsoring agency/signature.

Application deadline/fees: All Applications with answers should be submitted to nationalfdc@uconn.edu no later than Friday, August 28th for consideration. Please also, Cc your signing supervisor when submitting. Once the review process is complete, applicants will be notified via email. Following acceptance, an invoice will be provided for the registration fee (\$995) excluding the required 3 books (\$170).

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Statements of Commitment by Candidate & Supervisor (Required)

Candidate's commitment - If accepted, I commit to virtually attend and participate in all 5 sessions of the FDC Instructor's Training Institute, obtain related publications, prepare a practice activity, and ensure payment of the registration fee. I have read and understand the cancellation fee stated below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's commitment - I support the candidate's plan to become an FDC Instructor and will work with them to ensure that time is available for this program to be offered, provided support as needed, including all related fees are paid.

Signature \_\_\_\_\_ Print name \_\_\_\_\_
Position: \_\_\_\_\_ Date \_\_\_\_\_
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Electronic signatures will be accepted.



**Instructor's Institute Application Questions:** Please prepare and submit responses with your application to the

following three questions: (no longer than 3 pages, double-spaced)

1. Summary of role facilitating or supporting FDC
2. Experience facilitating other interactive trainings, college instruction or professional workshops
3. How do you envision offering the "Empowerment Skills for Workers" series in a manner that complements existing FDC courses in your community?

If more than one person is applying from an organization or coalition, please attach the same answers to question 3, but *all applicants must complete their own responses to questions 1 and 2.*

### ***National FDC Program Cancellation Policy***

To plan and deliver high-quality training, the National FDC Program has the obligation to estimate the attendance at trainings, sign contracts, and prepay expenses. Therefore, we have established the following refund/cancellation policy. There are a limited number of spaces for participants at training events, so if cancellation is necessary, your earliest notification is appreciated. Thank you.

### ***Payments/Refunds***

Invoices will be provided for the full registration fee following acceptance or at least 30 days prior to institute start date. All payments should be made in full by the invoice due date listed or prior to the institute. Payments can be made by check to the University of Connecticut and sent to the remit listed on the invoice. Payments can be paid online via payment link, provided upon request. Checks should not be brought to the institute. Refunds will not be granted for any reason.

### ***Participant Cancellations***

All cancellation requests must be submitted via e-mail to the National FDC Office prior to the start of the Institute. Notifications should be sent to [nationalfdc@uconn.edu](mailto:nationalfdc@uconn.edu). Please include full name and agency of applicant along with the name of the institute. For any no shows or cancellations after you have been invoiced to the institute will owe the full registration fee. In this case, paid registrations will not be credited towards future institutes. To avoid cancellation charges, someone from your agency may attend in your place if also accepted through our standard application process. Substitutions are allowed if the new applicant meets the training requirements.

### ***Institute Cancellations***

In the event National FDC must cancel an institute, applications will stay on file for one year to roll over to another institute. Paid invoices will also be rolled over towards another FDC Institute registration of your choice. Unpaid invoices will receive a credit memo to void due payments. Once credit memos have been processed, you will receive a notice via email.