



## Florida College Professional Certificate (FCPC) Program

### *Frequently Asked Questions (FAQs)*

#### ***FAQ 1: How long does it take to complete the program?***

The FCPC program is self-paced. You will need to complete 100 credit hours in specific areas and complete a capstone practicum (presentation) to earn the FCPC certificate. Credits may be earned through professional development offered by the AFC, your college, or an external provider. Most participants complete it within 9-12 months of starting.

#### ***FAQ 2: How do I earn the 100 FCPC credits I need to receive the certificate?***

Credits are earned by taking the four required FCPC Core Courses (40 FCPC credits), completing job-related professional development activities offered by the AFC, your college, or an external provider (35 FCPC credits minimum), and by participation in other AFC-related activities (25 FCPC credits minimum). Details are provided below.

***NOTE: Only credits earned subsequent to your official acceptance into the FCPC program can be counted toward your required 100 total credits. The date of your FCPC Welcome Letter serves as your official acceptance date into the FCPC Program.***

#### **Core Courses (40 FCPC credits)**

40 FCPC credits must be earned by completing the four Core Courses described below. All of the Core Courses are offered as online courses and, on occasion, as an in-person course at an AFC sponsored statewide event. (The cost of obtaining your 40 Core Course credits, online or via an in-person Core Course offered by the AFC, is included in your FCPC application fee.)

- LEADERSHIP (10 FCPC credits)
  - Leadership Skills
  - Practical Application of Leadership Skills
  - Ethics
  - Effective Communication – Interpersonal Skills
  - Self-Awareness

- LEGISLATIVE PROCESS and ADVOCACY (10 FCPC credits)
  - General knowledge of the legislative process and how it impacts the colleges within the Florida College System
  - Keys to advocacy
  - The Florida College System legislative budget process
  
- THE FLORIDA COLLEGE SYSTEM (10 FCPC credits)
  - The history of the system
  - The state and the local budget process
  - Local governance - the District Board of Trustees
  
- BUILDING COMMUNITY and CUSTOMER SERVICE (10 FCPC credits)
  - The role of a community college employee in their college community
  - Internal and external customers

**Job-related Professional Development Activity (35 credits minimum)**

35 FCPC credits minimum must be earned via job-related professional development activities. “Job-related” professional development means activity that is specifically related to skills required to carry out your day-to-day job tasks.

***REMEMBER: Only credits earned subsequent to your official acceptance into the FCPC program can be counted toward your job-related professional development credits.***

Acceptable professional development may be offered by providers outside your college or the AFC as long as it meets the following criteria:

- Conferences, workshops, seminars, or classes (including face-to-face, audio/videoconference, and online delivery) that relate to and enhance your work at the college or your participation in the AFC. Such programs may be offered by other professional societies or associations to which you may belong.
- All courses, including online, must be facilitated by an instructor.
- Self-study courses must be accredited by a viable state or national entity to qualify for credit.
- Not more than 25% of all CCP credits may be earned over the course of your participation in the program via postsecondary education classes.

Credits for job-related professional development are earned as follows:

- Job-related, college credit hours as part of a *non-degree seeking program*, taken at an accredited post-secondary institution, and successfully completed = 2 FCPC credits per college credit hour each, up to 10 FCPC credits maximum.
- Job-related, college credit hours as part of a *degree-seeking program*, taken at an accredited post-secondary institution, and successfully completed = 2 FCPC credits per college credit hour each, up to 25 FCPC credits maximum.
- AFC, non-AFC or college offered, professional development = 1 FCPC credit per hour, not to exceed six credits per day. ***(See exceptions below.)***

***Exceptions:*** Participation in the following AFC statewide events listed below will receive the maximum credits listed below. This is the only exception to the 1 FCPC credit for each hour of AFC professional development as listed above:

- **The AFC Annual Conference = 6 FCPC credits**

- The AFC Campus Safety Symposium = 4 FCPC credits
- The AFC Leadership Conference = 3 FCPC credits
- The AFC Legislative Days = 2 FCPC credit
- The AFC Cybersecurity Summit = 2 FCPC credits
- AFC webinars = 1 FCPC credit per workshop

### **Other FCPC Credits (25 credits minimum)**

25 credits minimum may be earned by other mechanisms described below. Additional job-related professional development may be used to satisfy the 25 credit minimum.

- AFC Chapter, Commission, state Board meeting/event/function participation = 1 FCPC credit per meeting/event/function (may include fundraisers, service projects and recruitment activity but NOT including social events), up to 10 FCPC credits maximum.
- Serving as an elected AFC officer at the state, region, chapter, or commission level, or by serving as chair, appointed by the AFC president, of a standing committee or special committee = 1 FCPC credit, up to 3 FCPC credits maximum).
- Serving as a Chapter or Commission committee chair = 1 FCPC credit.
- Serving in a leadership role for a non-AFC related organization that specifically relates to your job = 1 FCPC credit.

***FAQ 3: I'm a little confused on how many credits to assign my activities – can you provide some specific examples?***

### **Examples of Job-related Professional Development Activity:**

- *Can I receive credit for workshops attended at commission meetings if they are breakout sessions?*

**Yes, you can receive one credit for each hour of the workshop, up to a maximum of six hours per day. Make sure you upload your documentation (agenda, handouts, or signed verification letter. You can obtain a blank verification form from the AFC FCPC Coordinator that can be customized in advance or filled out and signed by the presenter after the session.**

- *We hold a professional development day at our College and it has multiple breakout sessions as well. Are these sessions eligible for credit?*

**Yes, you can receive one credit for each hour of the workshop, up to a maximum of six hours per day. Make sure you provide documentation (agenda, handouts, or signed verification letter.**

- *I have records for all attended breakout sessions and meetings but no “proof” (i.e., sign in sheet). How is this documented or verified?*

Please upload any records/documentation that you have, and we will verify it. For the future, please use a FCPC verification form that you can customize in advance and have signed by the instructor/supervisor.

### **Examples of AFC Chapter, Commission and Related Meetings, Activities and Events:**

- o *Can I receive credit for executive board meetings attended or is it just general member meetings? Can the minutes be submitted as proof?*

You receive one credit for each AFC Chapter, Region, or Commission meeting/event/function in which you participate. This does include your Executive Board meetings. Yes, minutes will suffice for proof of participation.

- o *I am the current chapter President-elect. Can I receive credit for my current office, which I was elected into prior to acceptance into the program, or do I wait until my term as president begins on January 1?*

Yes, you receive one credit as the current President-Elect. You can also receive credit as the President once you take office.

- o *I was the lead organizer for the physical part of the XYZ Chapter AFC book sale and worked from initial setup to breakdown. How do I document this and can I receive credit?*

You would receive one credit for the event/function. We currently do not calculate credit based on total hours of the event.

### ***FAQ 4: Where and how do I document my earned FCPC credits?***

**Welcome Letter:** As a new participant you should have received a “Welcome Letter” along with a copy of this FAQ document, the FCPC Credit Tracking Form, and a blank FCPC Verification Form. The date of your Welcome Letter serves as your official acceptance date into the FCPC Program. *Note that you will not be sent a Welcome Letter until a complete application is received, reviewed and payment has been received.*

**Website:** You will enter your credits on the AFC website, [www.myafchome.org](http://www.myafchome.org). Go to the Professional Development tab and scroll down to Certified College Professional Program. You will see a flyout, CCP Credit Tracking.

**Submitting Credits and Documentation:** We recommend that you submit your credits and documentation online as you earn them. We also recommend that you record and track your FCPC credits using the FCPC Credit Tracking Form. This form is organized by the different FCPC credit areas and allows you to document dates, completion and what type of supporting documentation you uploaded to verify participation/completion.

The blank Verification Form can be customized in advance for a verification signature after the activity/event or it can be filled out on the spot and signed. Valid signatures include the presenter of the session/activity or a chapter/commission/region officer associated with the event.

All supporting verification documentation must be uploaded as PDFs. When entering chapter, commission, or region meetings in “Other Credits”, it is important to include the chapter, region, or commission in the name. This allows us to quickly match documentation with entries.

***FAQ 5: What is the FCPC Practicum and when can I present mine?***

Each participant is required to deliver a one-hour presentation on a topic of his/her choice that is based upon the four core course topics. This may be done at the AFC state, region, chapter or commission level, or as part of a college-based professional development program.

Once you have reached 100 credits, you are eligible to submit your practicum for approval by the AFC FCPC Committee.

***How do I submit and get approval to present my Practicum?***

You will need to submit your practicum proposal for approval via an online form at: <https://myafchome.wufoo.com/forms/w1vg1k8n0kxyeme/> at least 30 days prior to the date of your presentation. You will receive an official approval email from the FCPC Committee Chair within two weeks of submission.

After your practicum is approved and you have presented it to your chosen group, please submit the final documents. You will need to upload each document individually, or if you can, scan all documentation and create one PDF. You do not receive any credits for the practicum.

***I've earned all my credits, submitted and presented my practicum – how and when can I graduate?***

***FAQ 6: I've completed my 100 credits and my practicum – how and when can I graduate?***

First of all – congratulations on your accomplishment! It is a good idea to also email the FCPC Coordinator, at [ccp@myafchome.org](mailto:ccp@myafchome.org) to alert her as to your status. A final audit will be conducted to verify you have earned all your credits and uploaded the required documentation.

Certificates are awarded at the AFC Annual Conference (usually late October, early November). You will be asked to provide a headshot and your name as you wish it to appear on your certificate.

***FAQ 7: Who do I contact if I have questions or need help?***

If you have any questions about the FCPC program please email them to: or call the AFC office at 850-222-3222.