

CREDENTIAL FOR  
STRENGTHS-BASED FAMILY WORKERS



*Application for Enrollment*

Please return completed application by:

**Fall Classes by August 31, 2020 - Spring Classes November 30, 2020**

**Integrated Program Services**

**810 River Avenue Suite 300**

**Pittsburgh, PA 15212**

**Attention: Eva Bey**

**PART I. PLEASE TYPE OR PRINT NEATLY**

Name (*First MI Last*) : \_\_\_\_\_

Last four digits of social security number: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: PA Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address Agency: \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Class that you are applying for (see the last two pages): **Fall Class 1**  *course will be remotely held at CCAC*

*Allegheny campus. To register for this class please call 412-788-7546 or go to WWW.CCAC.edu This is an accelerated Class*

Fall Class 2  Spring Class 3  Spring Class 4  **\*\*Choose one of these \*\***

**Level of Education:**

GED  High School  Some College  Bachelor's Degree

Advanced Degree  Specify \_\_\_\_\_ Other Specify \_\_\_\_\_

Tuition for SFW is \$325.00. This includes class materials and credential fee. Payment must be submitted **in full thirty (30) days after the start of class**. Partial scholarships may be awarded based on agency need. To apply, have your agency administrator complete and sign the attached application for Scholarship.

For individuals not affiliated with an agency and are interested in applying, please contact Eva Bey, SFW Coordinator, (412) 350-5805

How will your SFW Tuition be paid? **Agency**  **Self**  **Other**

**PART II.**

1a) What experience do you have in working with individuals and families and how many families are you currently serving? (If you are not currently working with individuals and families, skip to question 1b)

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1b) If you are not currently working with individuals and families, why do you want to take this training? Include your personal goals as they relate to working with individuals and families.

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1c) How do you think that the SFW credential will help you to enhance your personal and/or professional goals.

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2) What strengths do you bring to your work?

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3) What areas in your work would you like to strengthen?

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4) How do you see yourself using this credential?

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## PART III

### SFW LEARNING CONTRACT

- **ATTENDANCE: VIRTUAL** There will be an orientation and fourteen class sessions. You will **not be** permitted more than **one and half days (1½) absences** for the entire SFW course. **Exceeding this requirement could prevent you from receiving your credential. You must have a quiet individualize space to attend class, i.e.; Quiet office, computer lab or with your agency's approval work at home training day.**
- **ASSIGNMENTS:** You will be expected to complete homework assignments between class sessions. They are designed to extend what you learned in class and to practice your skills.
  - **PORTFOLIO FOLDERS:** You will create 14 portfolio folders to save your assignments and forms. These are to be saved on both flash and hard drives. You are required to turn in your entire portfolio at the end of the course. All folders are to be saved in a zip file when turning in the completed portfolio.
    - **PLAGIARIZING: SFW STUDENTS ARE RESPONSIBLE FOR THE COMPLETION OF THEIR OWN ORIGINAL PORTFOLIO ASSIGNMENTS. PLAGIARISM, USING OR CLOSELY IMITATING ANOTHER STUDENT'S PORTFOLIO AND CLASS WORK AS YOUR OWN VIOLATES THE CLASS HONESTY AGREEMENT. PENALTY FOR THIS OFFENCE COULD INCLUDE A STUDENT'S DISMISSAL FROM THE PROGRAM, CONTACTING THEIR EMPLOYER, AND BEING PROHIBITED FROM RECEIVING THE SFW CREDENTIAL.**
- **MISSING CLASSES OR ARRIVING LATE/LEAVING EARLY**
  - For a class missed, you will be required to complete a class make up packet plus your regular portfolio assignments.
  - If you sign on one hour late or leave one hour early, it will be counted as a half day absence and you will be required to complete a class work packet for the time missed, plus the assigned homework for the class module. If you have chronic issues with arrival and leave times you will be dropped from the SFW.
- **PORTFOLIO APPOINTMENTS AND EXCEPTIONS:** You will be assigned a Learning Coach to meet with between sessions. This is an important requirement of the program as it provides one-on-one time to discuss and receive feedback on your work. Since each session builds on the next, you will need to stay up to date with your assignments and keep all appointments with your Learning Coach.
- **YOUR COACH MEETING WILL BE DONE VIRTUALLY BY: FACE TIME, ZOOM OR TEAMS**
- Re-scheduling appointments is very difficult and cannot always be accomplished. If work is handed in late, your Learning Coach may be unwilling to read the assignments which would affect your ability to attain the credential.
- **CLASS REQUIREMENTS:** In order to be able to focus solely on your own professional development for this training and not be distracted by other work responsibilities, **please have phones OFF** or on vibrate during class. **No Social media or texting permitted. You must be visible on-screen during class and sound muted unless you are in group discussions or asking questions.**
- **PAYMENT POLICY:** Tuition for the SFW course is \$325.00. The **\$325** fee will be due **30 days after the start of class. Please provide your Fiscal person's name and phone number, email.**

**Agency Fiscal Administrator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

- A limited number of scholarships are available. You will be notified in writing if a full or partial amount would be awarded. Satisfactory completion of the Course is required.

**Any special accommodations?**

Sight:  Hearing:  Other:  Specify \_\_\_\_\_

## Memorandum of Understanding/Commitments

### SFW's COMMITMENT

SFW agrees to provide the following for participants:

- An instructional team made up of:
  - Trained class instructors
  - Experienced Learning Coach
  - SFW Manager and Coach Coordinator
- **Instructional materials:**
  - Class Handouts sent via email prior to each class,
  - Pre- Course - reading materials, video links
  - Module Homework sent to student by coach and completed coach reports
  - A graduation ceremony to celebrate attaining your SFW credential

### CANDIDATE'S COMMITMENT

I agree to the above Learning Contract to fully participate in the SFW course and credential process, and to demonstrate its application to my work as appropriate.

I agree to attend the required classes and to meet with my Learning Coach for every module of study. If I cannot attend class, I will notify my employer and instructor immediately. I will complete any make-up work as required.

CANDIDATE'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

### **AGENCY'S COMMITMENT (AGENCY SUPERVISOR MUST SIGN APPLICATION)**

I will support \_\_\_\_\_ for the SFW training program by allowing the participant release time to fulfill the obligations of the SFW Program: **A quiet training space with available computer and on-line capabilities for Zoom or Teams class attendance, homework preparation, and meeting with his/her Learning Coach.**

Supervisor Name (please print): \_\_\_\_\_

Supervisor Mailing Address: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Contact Information:

Eva Bey, SFW Manager  
Allegheny County Department of Human Services  
Integrated Program Services  
412- 350-5805 / Fax 412-323-2100  
[Eva.Bey@alleghenycounty.us](mailto:Eva.Bey@alleghenycounty.us)



## SFW Virtual Class Schedules 2020-2021

### Accelerated Class Weekly Sessions

CCAC Group #1 Thursdays 8:30 AM - 4:00 PM  
On-Line Zoom Instructors TBA

Orientation September 3, 2020  
Module #2 September 10, 2020  
Module #3 September 17, 2020  
Module #4 September 24, 2020  
Module #5 October 8, 2020  
Module #6 October 15, 2020  
Module #7 October 22, 2020  
Module #8 October 29, 2020  
Module #9 November 5, 2020  
Module #10 November 12, 2020  
Module #11 November 19, 2020  
Module #12 December 3, 2020  
Module #13 December 10, 2020  
Module #14 December 17, 2020

Portfolio Day January 14, 2021  
SFW Credential Test January 28, 2021

Portfolio Reviews

Group # 2 Fridays 8:30 AM - 4:00 PM  
On-Line Zoom Instructors TBA

Orientation October 9, 2020  
Module #2 October 23, 2020  
Module #3 November 6, 2020  
Module #4 November 20, 2020  
Module #5 December 4, 2020  
Module #6 December 18, 2020  
Module #7 January 8, 2021  
Module #8 January 22, 2021  
Module #9 February 5, 2021  
Module #10 February 19, 2021  
Module #11 March 5, 2021  
Module #12 March 19, 2021  
Module #13 April 2, 2021  
Module #14 April 16, 2021

Portfolio Day April 30, 2021  
SFW Credential Test May 14, 2021

Portfolio Review

SFW Group #3 Wednesdays 8:30 AM-4:00 PM  
On-Line Zoom Instructors TBA

Orientation January 13, 2021  
Module #2 January 27, 2021  
Module #3 February 10, 2021  
Module #4 February 24, 2021  
Module #5 March 10, 2021  
Module #6 March 24, 2021  
Module #7 April 7, 2021  
Module #8 April 21, 2021  
Module #9 May 5, 2021  
Module #10 May 19, 2021  
Module #11 June 2, 2021  
Module #12 June 16, 2021  
Module #13 June 30, 2021  
Module #14 July 14, 2021

Portfolio Day July 28, 2021  
SFW Credential Test August 18, 2021

Portfolio Reviews

SFW Group #4 Fridays 8:30 AM -4:00 PM  
On-Line Zoom Instructors TBA

Orientation January 15, 2021  
Module #2 January 29, 2021  
Module #3 February 12, 2021  
Module #4 February 26, 2021  
Module #5 March 12, 2021  
Module #6 March 26, 2021  
Module #7 April 9, 2021  
Module #8 April 23, 2021  
Module #9 May 7, 2021  
Module #10 May 21, 2021  
Module #11 June 4, 2021  
Module #12 June 18, 2021  
Module #13 July 2, 2021  
Module #14 July 16, 2021

Portfolio Day July 30, 2021  
SFW Credential Test August 20, 2021

Portfolio Review

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