

## **How to Obtain College Credits for Your Family Development Credential®(FDC™) or Leadership Credential**

Students completing their FDC or Leadership credential between **2001-2020** are eligible to receive college credits from Charter Oak State College.

Please follow these steps to obtain a transcript from Charter Oak State College:

1. Before you complete the application process, we suggest you check with your advisor of your attending school to make sure the credits will transfer into the degree you are working towards.
  - a. The credits for your **FDC** will transfer from Charter Oak to your attending school for a total of 6-7 lower division credits (FDC 01 & FDC 02).
  - b. The credits for your **Leadership** credential will transfer to your attending school for a total of 3 upper division credits.
2. Select the Special Credit Registry link found at: [https://my.charteroak.edu/ICS/Registrar/Credit\\_Registry/](https://my.charteroak.edu/ICS/Registrar/Credit_Registry/) and fully complete the application on-line including payment of \$850.

This one-time charge to establish the Credit Registry, with one free copy of your transcript available at the time of application. The Registry is permanent, and additional transcript copies can be obtained at the normal cost (currently \$10), at any time. *This process is conducted directly with Charter Oak State College.*

3. You must also then request your official FDC transcript from the National FDC office to be sent directly to Charter Oak. Please submit a request by email to the National FDC Program Manager at [nationalfdc@uconn.edu](mailto:nationalfdc@uconn.edu), with your full name, address, date of birth, and if possible, the date you completed the FDC course. You can also request it by phone at 860-486-0606. Please make the request when you are ready to send out your application to Charter Oak. **If you forget this step, Charter Oak will not process your application.**

**Please note:** After the registry application, fee and FDC record arrive; it is 7-10 days later that Charter Oak will send you an e-mail on how to order a transcript on-line at no additional charge.