

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

Available to students who have completed their FDC June 2016-June 2026

*Congratulations on earning your Family Development Credential! You are now eligible to receive college credits!*

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. You can find a description of the course evaluation online: <http://www.nationalccrs.org/organizations/national-family-development>

- Empowerment Skills for Family Workers- The credits for your **FDC** will transfer to your attending school for a total of 9 semester credits in an upper division baccalaureate degree.
- Empowerment Skills for Leaders- The credits for your **Leadership** credential will transfer to your attending school for a total of 4 semester credits in an upper division baccalaureate degree or 3 semester credits for a graduate degree.

### **How to get Started in order to apply for the One Transcript service:**

1) Go to [www.excelsior.edu](http://www.excelsior.edu) and click on **Apply**. Please move forward as **“Not a Member.”** Please fill in your name, email, cell phone number and area of interest. For the Academic Areas of Interest and Level of Interest please select **“OneTranscript.”**

2) **Check your email.** Please wait to receive an email with a link to create a password. Your email address will be your username for now.

3) Once you receive this email and create your password – you will be directed to the **Application Portal**. Please select **“Non-Degree Enrollment Form.”** Fill out the Non-degree Enrollment form. **If you are having trouble getting into the Application Portal, please go to the following link:** <https://community.excelsior.edu>

4) **Check your email, again.** You will receive **TWO separate emails**. The first email will contain your My Excelsior username for the My Excelsior Portal. The second email will include a link to set the password for your My Excelsior portal. Please note it typically takes 15 minutes to receive the emails and have 24 hours to complete.

### **Applying for the One Transcript service:**

5) Now that you have your My Excelsior username and password, you can access your **My Excelsior Portal**. Please sign in by going to [www.excelsior.edu](http://www.excelsior.edu) and clicking on the Sign in tab on the top right-hand corner of the web page, then click on **“MY EXCELSIOR- Enter your Student Portal”**

6) Once logged in, type in the search bar: OneTranscript **OR** go to:

<https://www.excelsior.edu/support-resources/onetranscript/>

READ CAREFULLY THE INFORMATION REGARDING ONE TRANSCRIPT SERVICE

7) Scroll to the middle of the page and under the “How it Works” section under Step 1, click on **“OneTranscript app online”**.

8) Please fill out the OneTranscript application and submit \$495.00 payment

9) Request your FDC transcripts from the NFDC office [nationalfdc@uconn.edu](mailto:nationalfdc@uconn.edu) to be sent to:

Excelsior University

Office of Registrar and Records

7 Columbia Circle

Albany, NY, 12203-5159

Once we receive your first credit bearing document, the \$495.00 payment, and the One Transcript Application, then the Administrator can begin the process of consolidating your credits on to one master transcript. Transcript preparation takes 7-10 business days from the date we receive your first official document. Once the credit evaluation has been completed, you will receive an email prompting you to view the credit evaluation and directions to request an official copy of your transcript for \$20.00.