



VPK School Year APPLICATION PACKAGE CHECKLIST

AWI-VPK 10

- Copy of Director Credential Enclosed
- Copy of Gold Seal Certificate (if applicable)
- Copy of DCF license
- Copy of accrediting certificate if not licensed
- Copy of Level 2 Screening for director

AWI-VPK 11

For each credentialed VPK Instructor, you *must* include the following:

- 1. Copy of **one (1)** of the following credentials:
 - Child Development Associate (CDA) of Equivalent (CDAE) earned within the last five (5) years; **or**
 - An Associate's Degree or higher in Child Development; **or**
 - An Associate's Degree or higher in an unrelated field, with at least 6 credit hours in early childhood education or child development, **and** at least 480 hours of experience in teaching or providing childcare services for children any age from birth to 8 years of age; **or**
 - A Bachelor's Degree or higher in early childhood education, pre-kindergarten or primary education, preschool education, or family and consumer science; **or**
 - A Bachelor's Degree in elementary education, if the pre-k instructor has been certified to teach children any age from birth through 6th grade, with a Florida Educator's Certificate, regardless whether the certificate is current or not, and has not had this educator certificate suspended or revoked.

Please note that a teaching degree from another country must be evaluated and translated by an accredited organization and submitted to DCF for approval.

- 2. Copy of a five (or more) hour Early Literacy training certificate. If Literacy training was completed after October 1, 2005, it must be the VPK Emergent Literacy course.
- 3. Copy of Local Criminal Background Screening, done in the county in which the instructor resides, completed within the last 5 years.
- 4. Copy of Florida Department of Law Enforcement (FDLE) Criminal Background Screening completed in the past 5 years.
- 5. Copy of Federal Bureau of Investigation (FBI) Criminal Background check completed within the last 5 years.
- 6. Copy of Attestation of Good Moral Character completed within the last year.

Secondary Instructors (Assistants) must include numbers 3-6.

NOTE:

- Class size may not exceed 18 students during school year.
- All forms must** be an original. Photocopies and faxes are not accepted. Copies of supporting documentation (*i.e.* credentials, background screening etc.,) are accepted.
- Original Signature of Director/Owner/Operator.

Provider Agreement and Notification Guidelines (Attachment A)

- Three (3) original copies of the Provider Agreement are required. It is not necessary to notarize these documents.
- Three (3) original copies of the Notification Guideline (Attachment A).**