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## VPK SUMMER APPLICATION PACKAGE CHECKLIST

### AWI-VPK 10 (If you are not a current VPK provider)

- 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 all)

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

- 1. Copy of **one (1)** of the following credentials:
  - 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 6<sup>th</sup> 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; **or**
  - A valid (current) Florida Educator Certificate

**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 Local Criminal Background Screening, done in the county in which the instructor resides, completed within the last 5 years.
- 3. Copy of Florida Department of Law Enforcement (FDLE) Criminal Background Screening completed in the past 5 years.
- 4. Copy of Federal Bureau of Investigation (FBI) Criminal Background check completed within the last 5 years.
- 5. Copy of Attestation of Good Moral Character completed within the last year.

**NOTE:**

- Class size may not exceed 10 students during the summer.
- 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 is required on all forms.

**Provider Agreement (If you are not a current VPK provider)**

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