



VPK SCHOOL YEAR APPLICATION PACKAGE CHECKLIST

AWI-VPK Form 10 Statewide Provider Registration Application

- Copy of Director Credential
- 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
- Affidavit of Good Moral Character

AWI-VPK Form 11A

You must include the following for each credentialed VPK Instructor (lead teacher):

- Copy of one (1) of the following credentials:
 - Child Development Associate (CDA) or Florida Child Care Professional Certificate (FCCPC) 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, prekindergarten 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.

- 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.
- Copy of Florida Department of Law Enforcement (FDLE) Criminal Background screening completed in the past 5 years.

- Copy of Federal Bureau of Investigation (FBI) Criminal Background check completed within the last 5 years.
- Copy of Affidavit of Good Moral Character

You must include the following for each VPK aide/assistant:

- Copy of Florida Department of Law Enforcement (FDLE) Criminal Background screening completed in the past 5 years.
- Copy of Federal Bureau of Investigation (FBI) Criminal Background check completed within the last 5 years.
- Copy of Affidavit of Good Moral Character

Please note class size may not exceed 20 students during school year.

Attachment A

No additional documentation needed.

AWI-VPK Form 11B

No additional documentation needed.

Attachment B

Optional - Use only if you have multiple sites.

AWI-VPK Form 20 - Statewide Provider Agreement

No additional documentation needed.