



VPK School Year Application Checklist 2017-2018



Provider Name: _____ Vendor ID: (if applicable) _____

Address: _____

Mailing Address (if different): _____

Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

Use this checklist to make sure your application is complete and correct..

****VPK contracts are due 30 days prior to start the of the VPK program****

Program Registration - Online

Required Documents

Registration is online at <https://providerservices.floridaearlylearning.com/Account/Login>

- Copy of current Director Credential **with VPK Exemption or credentials issued after Jan. 1, 2007 must have a VPK Endorsement**
- Copy of current DCF License **Or**
- Copy of current Accreditation Certificate **and** DCF Exemption Letter (if not licensed by DCF Licensing)
- Copy of current Gold Seal Certificate (if applicable)
- Certificate of Liability Insurance listing the Early Learning Coalition as Certificate Holder and Additional Insured
 - \$100,000 minimum per occurrence
 - \$300,000 minimum general aggregate
- Worker's Compensation
- Reemployment Tax Documentation

Class Registration - Online

For each credentialed VPK Instructor (Lead Teacher):

(Class cannot exceed **11** students with one instructor. An **AIDE**/Assistant teacher is

required if there is an increase of children in the class from **12 to 20**)

Copy of one (1) of the following certificates:

For each Lead VPK Instructor:

- Florida's Childcare Professional Certificate (FCCPC) or National CDA (NECC)
 - ‡ ***The ELC of Orange County will no longer accept copies of certificates as proof of credentials for Lead instructors. Please submit the instructor's DCF training transcript and staff credential as verification that the instructor is eligible to be the Lead in the VPK classroom during the school year.***

Or

- Associate Degree, Bachelor's Degree or higher (to see a complete list of all eligible degrees, see our website at www.elcoc.org for the "School Year Instructor Credentials" approved degree types

- ‡ ***The ELC of Orange County will no longer accept college transcripts or degree certificates as proof of formal education for Lead instructors. To obtain an updated staff credential verification to show your degree, please submit the college transcript to the Child Care Training Institute along with the Staff Credential application at <http://www.myflfamilies.com/service-programs/child-care/forms-and-applications>. Please submit the instructor's training transcript and staff credential as verification that the instructor is eligible to be the Lead in the VPK classroom during the school year.***

And

- Copy of Emergent Literacy of VPK Instructors (not required if the lead instructor has an AA degree or higher)

And

- Copy of 2011 version of DOE Standards for 4 Year Olds or Florida Standards for 4 Year Olds

And

- Copy of cleared FBI/FDLE Clearinghouse Letter
- Copy of Affidavit of Good Moral Character (completed and notarized within the five year)

For each Secondary VPK Instructor (Aide/Assistant Teacher):

- Copy of cleared FBI/FDLE Clearinghouse Letter
- Copy of Affidavit of Good Moral Character (completed and notarized within the five year)

Additional Required

- W-9 (Request for Taxpayer Identification Number and Certification)
- Copy of Sunbiz printout showing Employee Identification Number (EIN/Tax ID)

Determination Letter. *If your EIN is not listed on the Sunbiz printout, please contact the IRS to obtain a copy of your IRS letter.*

- Direct Deposit Authorization Form (*this form must be accompanied by a Void Check **or** letter from bank with account information. We cannot accept Deposit Slips. **Form must be completed in its entirety with routing and account number listed.***)

Additional Notes

Ratio:

1 instructor (lead) = 11 children

2 instructors (lead and aide) = 12 to 20 children

Program Dates:

VPK program cannot begin before the first day of Orange County Public School's start date which is **August 14, 2017**

Must have a minimum of 4 VPK eligible children to begin the VPK class

VPK program has until **June 30, 2018** to provide 540 instructional hours