



# FLORIDA CHILD CARE STAFF CREDENTIAL VERIFICATION APPLICATION

For Official Use Only

Date Processed: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

## RESOURCE PAGE

A staff credential is used by child care providers to validate credentials and experience for licensing compliance and participation in the Voluntary Pre-Kindergarten (VPK) Program. A staff credential may be earned if you have completed **one** of the following requirements:

A. **Formal Educational Qualification**

(Note: Degrees must be from an accredited and U.S. Department of Education recognized institution. Unaltered copies of transcripts or unofficial transcripts are accepted.)

1. Bachelor Degree or Higher in ONE of the following areas:
    - Early Childhood Education/Child Development
    - Pre-Kindergarten or Primary Education
    - Preschool Education
    - Family and Consumer Sciences (formerly Home Economics/Child Development)
    - Exceptional Student Education
    - Special Education
    - Mental Disabilities
    - Specific Learning Disabilities
    - Physically Impaired
    - Varying Exceptionalities
    - Emotional Disabilities
    - Visually Impaired
    - Hearing Impaired
    - Speech-Language Pathology
    - Elementary Education with certification to teach any age birth through 6<sup>th</sup> grade (certification may be inactive, provided the certificate is not suspended/revoked).
  2. Associate degree in Early Childhood Education/Child Development.
  3. Associate degree or higher **WITH** at least 6 college credit hours in early childhood education/child development **AND** at least 480 hours experience in a child care setting serving children ages birth through eight years of age.
- B. **National Early Childhood Credential** - National Child Development Associate (CDA) or other early childhood credential that meets or exceeds the requirements of the National CDA and is recognized by regulatory agencies in at least five states. For a list of accepted credentials, please visit the Child Care Website (see below).
- C. **Birth Through Five Child Care Credential** – Completion of an approved Florida Child Care Professional Credential (FCCPC), Florida Department of Education (DOE) Child Care Apprenticeship Program (CCAC) or DOE Early Childhood Education Program (ECPC). Approved programs require a high school diploma or GED, a minimum of 120 hours of training, a minimum of 480 hours of experience, and a formal observation. You must be at least 18 years of age in order to be issued a credential.
- D. **School-Age Child Care Credential** – Completion of an approved Florida Child Care Professional Credential (FCCPC), Florida Department of Education (DOE) School-Age Credential Program (SAPC). Approved programs require a high school diploma or GED, a minimum of 120 hours of training, a minimum of 480 of experience, and a formal observation. You must be at least 18 years of age in order to be issued a credential.

**Child Care Website – [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)**

The child care training website has useful information regarding staff credentials. Select “Training & Credentialing” – and then select “Staff Credential.”

For a list of approved training programs for each credential in Sections 3, 4, 5 – select the type of credential (National, Birth Through Five, or School-Age) you wish to earn.

***(This space intentionally left blank)***



# FLORIDA CHILD CARE STAFF CREDENTIAL VERIFICATION APPLICATION

For Official Use Only	
Date Processed:	_____
Processed by:	_____
Date:	_____

This application is used for initial staff credential verification and renewals, pursuant to s. 402.305(3), Florida Statutes.

Please complete **all** of the required sections and submit the application, with documentation, to:  
**Florida Department of Children and Families  
 Child Care Program Office – Credential Unit  
 1317 Winewood Blvd., Bldg. 6, Room 389A  
 Tallahassee, Florida 32399-0700**

Section 1 Candidate Information (All applicants must complete):			
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>DCF Student ID/Last 5 Digits of SSN*</b>
<b>Mailing Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>County</b>
<b>Email Address</b>			
<b>Date of Birth</b>	<b>Home Telephone</b>	<b>Business Telephone</b>	
<b>ATTESTATION</b>			
I hereby attest that all information pertaining to this application is true, correct, and complete. I understand if any of the information provided is found to be false, the verification will be rescinded.			
_____ Signature of Applicant		_____ Date of Application	

\*The department is requesting the last 5 digits of your social security number, but you are not required to provide it under the law. However, providing the last 5 digits of your social security number will assist the department in processing your application quickly and determining your eligibility faster and more accurately. Social security numbers are used by the department for identity verification only. You may use your Department of Children and Families Student ID found on your Child Care Training Transcript.

- Go To Page 1**      To review information regarding staff credential verifications, as well as additional resources available.
- Go To Page 3**      If you are submitting documentation for verification of a Formal Education Qualification or National Early Childhood Credential.
- Go To Page 4**      If you are submitting documentation to renew a Birth Through Five Child Care Credential or School-Age Child Care Credential.

**Incomplete applications will only be retained for 12 months from the date of receipt.**

## STAFF CREDENTIAL VERIFICATION

Provide all of the documentation to support **one** of the following (Section 2, 3, 4, or 5):

### Section 2 Formal Education Qualification:

- You must submit a copy of your college transcript, which must document the following:
  - degree earned (see page 1 for a list of acceptable degrees),
  - date degree was earned, and/or
  - six college credits of early childhood education (only for option c).
- Complete page 5 to document experience (only for option c).

If your degree was earned outside the U.S., it must be evaluated by an approved credential evaluation agency approved by the Bureau of Educators Certification or an accredited college/university to be equivalent to one of the below requirements.

Select **one** qualification (a, b, or c below) which matches your education and experience:

- \_\_\_\_\_ a. Bachelor degree or higher in degree listed on page 1,
- \_\_\_\_\_ b. Associate degree in Early Childhood Education/Child Development, or
- \_\_\_\_\_ c. Associate degree or higher **WITH** at least 6 college credit hours in early childhood education/child development **AND** at least 480 hours experience in a child care setting serving children ages birth through eight years of age.

### Section 3 National Early Childhood Credential:

- Complete the following information and include a copy of your National Early Childhood Credential.
- If the certificate submitted does not specifically state an expiration date and has an issuance date greater than five years, please submit a dated and signed statement from the issuing body on their letterhead that includes the following:
  - Addressed to the person whose is submitting this application;
  - Must be dated within 180 days of the date this application was submitted;
  - Must include the certificate number or, at least, the issuance date that appears on the submitted certificate;
  - Must include language that the issuing body recognizes the submitted certificate as “active” by that issuing body.

Name of National Early Childhood Credential Program

Issue Date

Expiration Date

*(This space intentionally left blank)*

**Section 4 Approved Birth Through Five or School-Age Child Care Credential:**

- If you completed your training program after April 12, 2007 – your training provider will submit proof of program completion for verification (you do not need to submit this application).
- If you completed your training program before April 12, 2007 – complete the following information and include a copy of your Birth Through Five or School-Age Child Care Credential.

**Name of Approved Birth Through Five or School-Age Child Care Credential Program Issue Date**

(List of approved programs can be found at [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) - select "Training & Credentialing" – then select "Staff Credential")

**Section 5 Birth Through Five or School-Age Child Care Credential Renewal:**

To maintain your staff credential, every 5 years you must submit documentation of completion of the following requirements:

- If you are renewing a Birth Through Five Child Care Credential, your CPR certificate, hours of experience, and training courses must be completed related to children ages birth through age five.
- If you are renewing a School-Age Child Care Credential, your CPR certificate, hours of experience, and training courses must be completed related to children ages five through twelve.

- \_\_\_\_\_ Copy of original training credential or Training Transcript verifying date of credential issuance being renewed.
- \_\_\_\_\_ A copy of an active CPR certificate. CPR training must be instructor-based (online courses will not be accepted). Please ensure that training is not expired when you submit your application.
- \_\_\_\_\_ A copy of an active First Aid certificate. Please ensure that training is not expired when you submit your application.
- \_\_\_\_\_ Within the past year, complete 80 hours of experience working with children. Documentation of Experience Form (page 5 of this application), completed by a child care director or owner. You may also submit a copy of W-2 records, licensing records, or income tax returns to verify experience.
- \_\_\_\_\_ A letter of recommendation, on company letterhead, from an owner, director or other child care professional. If you are the owner or director, the letter may be provided by a parent of a child in care. The letter must be signed and dated. The letter of recommendation must include information about the quality of care you provide.
- \_\_\_\_\_ Proof of current individual membership in an early childhood/school-age professional organization.
- \_\_\_\_\_ Within the past five years, complete training focused on the education of children in either early childhood education for the Birth Through Five Child Care Credential or elementary education for the School-Age Child Care Credential through one of the following:
  - 4.5 Continuing Education Units (CEUs) – training certificates must clearly list the number of CEUs awarded and the date earned.
  - Three college credit hours from an accredited or U.S. Department of Education recognized institution – copy of college transcript documenting the semester and year the college credits were earned. If the subject area and age range is not clear on the transcript, please include a course description provided by the university or college in which you attended the training.
  - Forty-five clock hours completed at a Florida Career Education Center (public vocational or technical school), Florida Community Colleges, or an institution licensed by the Florida Commission for Independent Education.
  - Forty-five Department of Education district approved teacher in-service points.
  - Any combination of the above training hours.

*For example: 1 college credit +1.5 CEUs+15 vocational hours*

**Note:** In-service hours, non-vocational class hours, or coursework previously submitted to earn an initial/renewal credential will **not** be accepted.

**Section 6 Documentation of Experience:**



Use this form to document your experience in a child care setting for renewal of a professional early childhood credential or a Staff Credential (option c) with formal education qualifications. You may copy this page to use separate forms to document experience with each employer.

Name of Employee: \_\_\_\_\_

Type of Staff Credential (check one):

- Formal Education Qualification
- Credential Renewal

Name of Employer: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Dates Employed (month/year):

( \_\_\_\_\_ / \_\_\_\_\_ ) to ( \_\_\_\_\_ / \_\_\_\_\_ )

Total Hours Worked: \_\_\_\_\_

Please provide a brief summary of employee's duties & responsibilities:

---



---



---



---



---



---



---



---



---



---

**Attestation:**

I hereby attest that all information pertaining to this documentation of experience is true, correct, and complete. I understand if any of the information provided is found to be false, the verification will be rescinded.

\_\_\_\_\_  
Signature of Facility Owner or Operator

\_\_\_\_\_  
Date