SCHOOL- AGE
FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL (FCCPC)
TRAINING PROGRAM PROVIDER APPLICATION

I. Application Information

_____
Name of Institution/Agency Submitting Application   Phone Number

_____
School-Age FCCPC Training Program Title

_____
Address   City   State   Zip Code

_____
Website

Program Details. Please answer all questions:

Does this program award college credit?   Yes ☐ No ☐
Does this program award CEUs?   Yes ☐ No ☐
Is this program available online?   Yes ☐ No ☐

Geographical Area Served.

In what counties will the training program be offered? (*If the number of counties exceeds fifteen, please indicate so with "statewide"*)
_____
_____

Public Contact Information. This information will be displayed on the Department's website www.myflfamilies.com/childcare.

_____
Name   Business E-mail   Phone Number

_____
Address *(if different than above)*   City   Zip

Administrative Contact Information. This information is for administrative purposes only.

_____
Name   Business E-mail   Phone Number

_____
Address *(if different than above)*   City   Zip

II. Training Program Provider Accreditation/Licensure Requirement

Submit proof of one of the following:

1. Accreditation by a national or regional accreditation organization recognized by the United States Department of Education. Specific information on accreditation by the United States Department of Education may be obtained by going to http://www.ed.gov/admins/finaid/accred/index.html; or

2. Licensure by the Florida Commission for Independent Education. Specific information on the Florida Commission for Independent Education may be obtained by going to http://www.fldoe.org/cie/.

III.   Training Program Requirements

A. All Training Programs

1. A School-Age FCCPC Training Program must offer a minimum of 80 clock hours of school-age training that includes a minimum of ten hours in each of the content areas listed below.

⚠ Please attach a curriculum crosswalk and course syllabus*, which verify compliance with this program requirement.

*The course syllabus should contain the following: (1) an outline of the course, (2) a list of learner outcomes, (3) a description of the observation requirement, (4) a description of the assessment tool and strategies used to observe the student, (5) a description of the School-Age Portfolio requirement, and (6) a description of the assessment tool and strategies used to evaluate the student's School-Age Portfolio.

	Content Area
1.	Establishment and maintenance of a safe and healthy learning environment.
2.	The advancement of physical and intellectual competence.
3.	The support of social and emotional development and provision of positive guidance.
4.	The establishment of positive and productive relationships with families.
5.	Ensuring a well-run, purposeful program responsive to participant's needs.
6.	The maintenance of a commitment to professionalism.

2. A School-Age FCCPC Training Program Provider must ensure each student completes the following training:
   a. Child care personnel must complete 40 hours of child care training by completing the following Department of Children and Families' training courses as evidenced by passage of a competency examination with a weighted score of 70 or better:
      i. Child Care Facility Rules and Regulations;
      ii. Health, Safety, and Nutrition;
      iii. Identifying and Reporting Child Abuse and Neglect; and
      iv. School Age Appropriate Practices.

   b. The remaining hours must be met by successfully completing other Department of Children and Families' training identified in Section 4.2 of the School-Age Child Care Licensing Handbook, or by specialized school-age training, provided by a national organization or its affiliates that requires demonstration of competencies through passage of examination(s) or completion and assessment of a professional resource file (portfolio of materials that demonstrate competency).

⚠ Please attach supporting documentation which verifies compliance with this program requirement.

3. A School-Age FCCPC Training Program Provider must require and ensure that each student submit written proof of 480 clock hours working with children in a school-age child care setting in the last five (5) years prior to program completion. A minimum of 80 clock hours within the 480 clock hour requirement must be completed while attending the FCCPC Training Program.

⚠ Please attach a copy of the tracking tool your program will utilize to ensure the 480 clock hour requirement is met for each student.

B. Online Training Program Applicants Only

1. Design and Content: In the space provided below, please provide the URL and any required access codes or instructions to allow access to your online program for the purpose of reviewing the design and content.

URL	Access Code(s)

Additional Instructions:

_____
_____
_____
_____
_____
_____
_____

2. Pilot Testing: Please provide the following information below.

Date pilot testing began: _____   Date pilot testing completed: _____

Number of participants who began pilot testing: _____   Number of participants who completed pilot testing: ____

Number of participants at each level:

Education	Computer Competence	Age	Child Care Experience	Child Care Position
___ GED	___ Novice (beginner)	___ 18-29	___ None	___ Aide/Assistant
___ High School	___ Low level	___ 30-39	___ 0-2 yrs.	___ Teacher
___ CDA/FCCPC	___ Intermediate level	___ 40-49	___ 2-5 yrs.	___ Lead Teacher
___ 2-yr. degree	___ High level	___ 50-59	___ 6-10 yrs.	___ Director
___ 4-yr. degree		___ 60 +	___ 10 + yrs.	___ Other _____

Average number of hours needed to complete online course across all pilot participants: _____ hours.*

*A number of hours between 114 and 126 is required to meet FCCPC Training Program requirements.

⚠ Please attach a copy of all forms given to pilot participants for data collection. Forms must include, at a minimum, the following: (1) time log used to record online hours, and (2) calculations used to determine the average number of hours needed for pilot participants (as a group) to complete the online course.

Optional: Please attach any additional information about your online FCCPC course for consideration in the evaluation of your application.

IV. Trainer Qualifications

A School-Age FCCPC Training Program Provider must require and ensure that each trainer hold the educational and experiential requirements listed below.

1. Is knowledgeable of Florida School-Age Child Care Regulations, National School Age Care Alliance (NSACA) Standards and policies for school-age services;
2. B.A., B.S., or other advanced degree in Early Childhood Education, Child Development, Recreation, Physical Education, Elementary Education, Special Education, or Family and Consumer Sciences Education (formerly home economics/child development); and
3. One year experience* in a child setting serving school-age children.

*One year of experience is equivalent to a minimum of 1040 hours and must be verified.

⚠ Please attach a copy of the position description for the trainer that includes the educational and experiential requirements.

V. Observation

A School-Age FCCPC Training Program Provider must require and ensure that each student is formally observed once while working with children during the course of the FCCPC Training Program. This observation must be within a school-age classroom setting while the student is working with children as the lead teacher. The observation must be conducted by a qualified observer meeting the requirements outlined in Section VI and utilizing an observation tool approved by the Child Care Program Office of the Department of Children and Families or its designated representative.

VI.   Advisor Requirement and Qualifications

A School-Age FCCPC Training Program Provider must require and ensure that a qualified Advisor is assigned to the student who will guide the student through the School-Age FCCPC Training Program and participate as a member of the Local Assessment Team. The Advisor must work closely with the student to assess competency and suggest continued professional growth. A School-Age FCCPC Training Program Provider must require and ensure that Advisors have the following qualifications:

1.   A bachelor's level degree in Early Childhood Education, Child Development, Recreation, Physical Education, Elementary Education, Special Education, or Family and Consumer Sciences (formerly Home Economics/Child Development);
2.   One (1) year of experience* in a setting serving school-age children; and
3.   Is knowledgeable of Florida School-Age Child Care Regulations, NSACA Standards and policies for school-age services.

*One year of experience is equivalent to a minimum of 1040 hours and must be verified.

⚠ Please attach a copy of the position description for the advisor that includes the educational and experiential requirements.

VII.   School-Age Portfolio

A School-Age FCCPC Training Program Provider must require and ensure that each student compile and maintain a collection of materials as required in the "Florida School-Age Certification Training Program Documenting Competencies: Portfolio and Resource File" booklet prior to program completion.

⚠ Please attach a copy of the assessment tool your program will utilize in ensuring compliance with this requirement for each student.

VIII.   Certificate Information

Upon student completion of a School-Age FCCPC Training Program, the FCCPC Training Program Provider is required to submit a spreadsheet with student completion information using the form prescribed by the Child Care Program Office of the Department of Children and Families or its designated representative. Spreadsheets with student completion information shall be retained for a period of two years.

The Child Care Program Office of the Department of Children and Families or its designated representative will update each student's transcript as to completion of the FCCPC Training Program and issue a Florida Child Care Professional Credential, CF-FSP Form 5270, and the Staff Credential, CF-FSP Form 5206, to the student.

Approved FCCPC Training Program Providers that issue provider-specific certificates of completion to their students must ensure the following:
1.   The certificate shall identify the number of clock hours of coursework completed in school-age training.
2.   The certificate shall state that the coursework was completed in an approved School-Age FCCPC Training Program.
3.   The certificate shall not document the Department of Children and Families' Staff Credential requirement.

⚠ As of July 1, 2006, CF-FSP Form 5270 will be the only certificate recognized by the Child Care Program Office of the Department of Children and Families for completion of a School-Age FCCPC Training Program for the purposes of licensing.

IX.   Program Assurances

A School-Age FCCPC Training Program Provider must adhere to all requirements and guidelines of the School-Age FCCPC Training Program outlined in this application.

A School-Age FCCPC Training Program Provider will maintain and provide updated School-Age FCCPC Training Program curriculum and textbooks to its students.

A School-Age FCCPC Training Program Provider must ensure that all graduating students have met all program requirements outlined in this application.   The following documents shall be completed for all graduating students and shall be retained for a period of two years: 480 clock hour tracking tool, observation tool, and Early Childhood Portfolio assessment tool.

A School-Age FCCPC Training Program Provider must ensure the availability of all training program files to the Child Care Program Office upon request and be subject to both informal and formal audits/observations.

Please ensure that you submit, in addition to all six of the completed pages of this application, the following:

1. Proof of accreditation by a national or regional accreditation organization recognized by the United States Department of Education OR licensure by the Florida Commission for Independent Education.
2. A curriculum crosswalk and course syllabus that verify compliance with the FCCPC curriculum requirement.
3. A copy of the tracking tool your program will utilize in ensuring the 480 clock hour requirement.
4. A copy of all forms given to pilot participants for data collection for online training programs.
5. A copy of the position description for the trainer that includes the educational and experiential requirements.
6. A copy of the position description for the advisor that includes the educational and experiential requirements.
7. A copy of the assessment tool your program will utilize in ensuring the School-Age Portfolio requirement is met.

Mail two copies of the completed application and <u>all supporting documentation</u> to the following address:

The Children's Forum
Child Care Training and Accreditation Provider Evaluation Services
2807 Remington Green Circle
Tallahassee, Florida 32308

School-Age Florida Child Care Professional Credential Training Program

I, _____, _____,
     Print Name of Person Legally Responsible for the Organization   *Person's Title*

_____
     Name of Training Program

hereby attest that the information provided to the Department of Children and Families on the "School-Age Florida Child Care Professional Credential Training Program Provider Application," CF-FSP Form 5257, and all supporting documentation provided with this application is truthful and correct and will be strictly enforced by the applicant. I understand that falsification of application information is grounds for termination as an approved FCCPC Training Program Provider by the Department and that this application may be withdrawn at any time I so desire.

I understand that any changes to the information provided on this application between annual anniversary dates based on the signature date on this application will be immediately submitted in writing to the address below.

I understand that this attestation page must be completed, signed, dated and submitted to the address below by the anniversary date based on the signature date of this application annually.

The Children's Forum
Child Care Training and Accreditation Provider Evaluation Services
2807 Remington Green Circle
Tallahassee, Florida 32308

I understand that failure to comply with the above is grounds for termination as an approved FCCPC Training Program Provider by the Department.

<u>I HEREBY ATTEST THAT ALL THE INFORMATION GIVEN WITHIN THIS APPLICATION IS COMPLETE AND ACCURATE.</u>

_____   _____
Signature of the Person Legally Responsible for the Organization   **Date**