



VPK - Documents Check-off List

This is **NOT** a
State Form

Registration process is on the **OEL PORTAL** ONLY, and is not considered complete, **unless ALL** required **attachments** are uploaded to the Portal.

☐ VPK-10 Information

This form will be generated after documents are verified and approved

- ☐ Director's Credential
- ☐ Director's Credential Endorsement
- ☐ Current Level 2 **DCF** Clearance (**Picture Format** after 07/01/16)
- ☐ One of the following:
 - Accreditation Certificate
 - Gold Seal (If Applicable)
 - Current License Certificate

☐ VPK11B - Information

This form will be generated after documents are verified and approved

- ☐ Complete Calendar as needed

Attendance

- ☐ VPK Attendance Policy (**Must** Reflect State Contract Guidelines)
See OEL-VPK20 (VPK Contract) Section III, paragraph 13

Finance & Insurance Forms

- ☐ W-9 Form (VPK ONLY)

☐ VPK11A - Information

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Lead Teacher _____

Teacher Substitute (if applicable) _____

A. Education Credential

- ☐ CDA **or**
- ☐ **DCF** Staff Credential Verification (IF Higher Degree)
- ☐ **Emergent** Literacy Training (**Required**)
- ☐ VPK Standards Training for **Four Year Olds** (**Required**)

B. Background Check

- ☐ Current Level 2 **DCF** Clearance (**Picture Format** after 07/01/16)
- ☐ AFFIDAVIT of Good Moral

A. Education Credential - Same as Lead Teacher, **or**:

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- ☐ Associates or Higher in any field of Study (Summer & Fall)
 - ☐ CDA or Equivalent (Summer & Fall)
 - ☐ 40-hour Introductory Child Care Training Course
 - ☐ 30-Clock - hour Family if Child Care Home Training
 - ☐ Local School District Requirements for Substitutes

B. Background Check

- ☐ Current Level 2 **DCF** Clearance (**Picture Format** after 07/01/16)
- ☐ AFFIDAVIT of Good Moral

Teacher's Aide _____

A. Education Credential

- ☐ (**Not Required**)

B. Background Check

- ☐ Current Level 2 **DCF** Clearance (**Picture Format** after 07/01/16)
- ☐ AFFIDAVIT of Good Moral

Please make sure
all Documents
are **CURRENT**