

VPK-Documents Check-Off List

Registration process is on the **OEL PORTAL ONLY**, and is not considered complete, unless **ALL** required documents are uploaded to the Portal. **PLEASE BE SURE ALL DOCUMENTS ARE CURRENT AND CORRECT.**

<p>VPK-10 Information: This form will be generated after documents are verified and approved</p>	<p>VPK-11B- Information: This form will be generated after documents are verified and approved</p>
<p><input type="checkbox"/> One of the following:</p> <ul style="list-style-type: none"> <input type="radio"/> Accreditation Certificate <input type="radio"/> Gold Seal (If Applicable) <input type="radio"/> Current License Certificate <p>VPK Director _____</p> <p>I. Educational Credential</p> <ul style="list-style-type: none"> <input type="checkbox"/> VPK Director’s Credential or Certificate in Education Leadership <input type="checkbox"/> Implementing the Florida Standards in Preschool Classrooms: 3 Year Old to Kindergarten (VFSP or SPC3TK)- most recent <input type="checkbox"/> Emergent Literacy for VPK Instructors (VPK, VPKR or VPK21) <input type="checkbox"/> Mathematical Thinking for Early Learners (MATH) <input type="checkbox"/> Language and Vocabulary in the VPK Classroom (LVPK or LVPK21) <input type="checkbox"/> VPK Director Credential Course (DVPK) <p>II. Background Check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current Level 2 DCF Clearance (Picture Format after 7/01/16) <input type="checkbox"/> Attestation of Good Moral 	<p>Complete/update Calendar as needed</p> <p>Attendance Policy</p> <ul style="list-style-type: none"> <input type="checkbox"/> VPK Attendance Policy (Must Reflect State Contract Guidelines) See OEL-VPK20 (VPK Contract) Section III, paragraph 13 <p>Finance & Insurance Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> W-9 Form (VPK ONLY)
<p>VPK11A – Information: This form will be generated after documents are verified and approved</p>	
<p>Lead Teacher _____</p> <p>I. Education Credential</p> <ul style="list-style-type: none"> <input type="checkbox"/> CDA or <input type="checkbox"/> DCF Staff Credential Verification (IF Higher Degree) <input type="checkbox"/> Implementing the Florida Standards in Preschool Classrooms: 3 years old to Kindergarten (VFSP or SPC3TK)- most recent <input type="checkbox"/> Emergent Literacy Requirement YES (new line added to transcripts) - 15 hours <p>II. Background Check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current Level 2 DCF Clearance (Picture Format after 07/01/16) <input type="checkbox"/> ATTESTATION of Good Moral 	<p>Teacher Substitute (if applicable) _____</p> <p>I. Education Credential - Same as Lead Teacher, <u>or</u>:</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px; text-align: center;">O n e</div> <div style="margin-left: 10px;"> <ul style="list-style-type: none"> <input type="checkbox"/> Associates or Higher in any field of Study (Summer & Fall) <input type="checkbox"/> CDA or Equivalent (Summer & Fall) <input type="checkbox"/> 40-hour Introductory Child Care Training Course <input type="checkbox"/> 30-Clock - hour Family if Child Care Home Training <input type="checkbox"/> Local School District Requirements for Substitutes </div> </div> <p>II. Background Check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current Level 2 DCF Clearance (Picture Format after 07/01/16) <input type="checkbox"/> Attestation of Good Moral Character
<p>Teacher’s Aide _____</p> <p>I. Education Credential (Not Required)</p> <p>II. Background Check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current Level 2 DCF Clearance (Picture Format after 07/01/16) <input type="checkbox"/> Attestation of Good Moral 	