**VPK-10 Information:** This form will be generated after documents are verified and approved

- One of the following:
  - Accreditation Certificate
  - Gold Seal (If Applicable)
  - Current License Certificate

### VPK Director

#### I. Educational Credential
- VPK Director’s Credential or Certificate in Education Leadership
- Implementing the Florida Standards in Preschool Classrooms: 3 Year Old to Kindergarten (**VFSP** or **SPC3TK**) - most recent
- Emergent Literacy for VPK Instructors (VPK, VPKR or VPK21)
- Mathematical Thinking for Early Learners (MATH)
- Language and Vocabulary in the VPK Classroom (LVSPK or LVPK21)
- VPK Director Credential Course (DVPK)

#### II. Background Check
- Current Level 2 DCF Clearance (**Picture Format after 7/01/16**)
- Attestation of Good Moral

### VPK-11B Information: This form will be generated after documents are verified and approved

#### Attendace Policy
- □ 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: This form will be generated after documents are verified and approved

#### Lead Teacher ______________________

#### I. Education Credential
- □ CDA or
- □ DCF Staff Credential Verification *(IF Higher Degree)*
- □ Implementing the Florida Standards in Preschool Classrooms: 3 years old to Kindergarten (**VFSP** or **SPC3TK**) - most recent
- □ Emergent Literacy Requirement YES *(new line added to transcripts)* - 15 hours

#### II. Background Check
- □ Current Level 2 DCF Clearance **(Picture Format after 7/01/16)**
- □ ATTESTATION of Good Moral

#### Teacher Substitute (if applicable) ______________________

#### I. Education Credential - Same as Lead Teacher, or:
- □ 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

#### II. Background Check
- □ Current Level 2 DCF Clearance **(Picture Format after 7/01/16)**
- □ Attestation of Good Moral Character

#### Teacher’s Aide ______________________

#### I. Education Credential **(Not Required)**

#### II. Background Check
- □ Current Level 2 DCF Clearance **(Picture Format after 7/01/16)**
- □ Attestation of Good Moral