CHILD CARE TRAINING TRANSCRIPT UPDATE FORM

Child Care Training Information Center
Fax: (850) 922-2895

PLEASE USE THIS FORM AS A COVER SHEET TO SUBMIT DCF TRAINING CERTIFICATES ONLY (see box below) FOR PLACEMENT ON YOUR DCF CHILD CARE TRAINING TRANSCRIPT.

Effective October 1, 2010, Child Care licensing staff will only use the Department of Children and Families (DCF) Child Care Training Transcript to validate compliance with mandated introductory training requirements (**30** or **40** hours) for licensure. Hard (paper) copies of those certificates will not be accepted for compliance. This does not include approved literacy and language development certificates.

- DCF introductory training certificates not published on the DCF Child Care Training Transcript by October 1, 2010 will not be considered for meeting licensure compliance.
- Use this cover page to fax the applicable certificates (see box below) to 850 922-2895.

Please print clearly

To: Child Care Training Information Center **Date:**

Re: Training Transcript Update **Total Pages ____ (Including cover page)**

Name:

Email Address:

DCF Student ID or Social Security Number: **Daytime Phone Number: ( )**

Please do not submit the following:

- Training certificates not issued by the Department of Children and Families.
- Certificates for courses listed under the heading "DOE - VPK Office of Early Learning Instructor-Led Training" on the training transcript.
- DCF training certificates that currently appear on your training transcript.
- Staff Credential Verification and Director Credential Applications and documentation.

NOTE: To submit a current and active early childhood credential, please download a copy of the Staff Credential Verification Application (Form 5211) at www.myflorida.com/childcare and submit by mail.

Submit only training certificates for the Department of Children and Families (DCF) courses listed below. Please check the boxes next to the name(s) of the certificate(s) being sent. Do not add courses to this list.

- ❑ Introduction to Child Care (20 Hour)
- ❑ Behavioral Observation and Screening (10 hour)
- ❑ Behavioral Observation and Screening (6 hour)
- ❑ Child Care Facility Rules and Regulations
- ❑ Health, Safety, and Nutrition
- ❑ Identifying and Reporting Child Abuse & Neglect
- ❑ Child Growth and Development
- ❑ Infant and Toddler Appropriate Practices
- ❑ Pre-School Appropriate Practices
- ❑ School-Age Appropriate Practices
- ❑ Special Needs Appropriate Practices
- ❑ Owner/Operator
- ❑ Family Child Care Home Rules and Regulation
- ❑ Family Child Care Home (30 Hour)
- ❑ Fundamentals of Family Child Care (3 Hour)
- ❑ Train-the-Trainer
- ❑ Early Literacy for Children Birth to Three
- ❑ Basic Guidance and Discipline
- ❑ Computer Technology for the Child Care Professional
- ❑ Emergent Literacy for VPK Instructors
- ❑ Early Childhood Computer Learning Centers
- ❑ Quality Standards for Afterschool Programs

Transcripts will be updated within 10 business days of receipt of this form and appropriate training certificates. Check your Child Care Training Transcript online at **www.myflorida.com/childcare** to confirm updates.

PLEASE USE ONE COVER SHEET PER CHILD CARE PERSONNEL
MAKE SURE TO CHECK THE BOXES NEXT TO THE CERTIFICATES BEING SENT FOR UPDATING.

Revised April 2010