



**Florida Department of Education
Office of Early Learning**



**RESOURCE PAGE FOR
VOLUNTARY PREKINDERGARTEN (VPK)
DIRECTOR ENDORSEMENT
APPLICATION**

Do not send this page. Retain for your records.

The requirements to obtain a Florida Voluntary Prekindergarten (VPK) Director Endorsement include:

- Completion of the Department of Children and Families' (DCF's) Director Credential*
- Completion of the DOE-Approved Voluntary Prekindergarten Education Standards Training**
- Completion of the DOE-Approved Course(s) on Emergent Literacy***
- Completion of the DOE-Approved Course(s) on Voluntary Prekindergarten Director Endorsement****

The DCF Training Tracking system will automatically document each applicant's completion of the following criteria: the DCF Director Credential, the DOE-Approved Course(s) on Emergent Literacy and the DOE-Approved Course(s) on Voluntary Prekindergarten Director Endorsement. Applicants can check their training transcript on-line at <http://www.myflorida.com/childcare>.

Completion of the DOE-Approved Voluntary Prekindergarten Education Standards Training is not automatically recorded on training transcripts. Therefore, in order to obtain the VPK Director Endorsement, applicants need to submit page 2 of the VPK Director Endorsement application along with documentation of DOE-Approved Voluntary Prekindergarten Education Standards Training course completion to the address listed at the bottom of page 2.

*Applicants who successfully complete the DCF Director Credential prior to 12/31/06, are "exempt" from the endorsement requirements.

**For a list of Voluntary Prekindergarten Education Standards Trainings, please visit <http://www.myfloridaeducation.com/earlylearning/regionalfacilitators.html>.

***To access the DOE-Approved Course(s) on Emergent Literacy, please visit <http://myfloridaeducation.com/earlylearning/> or <http://www.myflorida.com/childcare/>.

****For more details on the Florida VPK Director Endorsement, please visit <http://myfloridaeducation.com/earlylearning/> and select "VPK Director Endorsement". For assistance with the application or other related questions, please call (850) 245-0445.



**FLORIDA VOLUNTARY PREKINDERGARTEN
(VPK)
DIRECTOR ENDORSEMENT
APPLICATION**



CANDIDATE INFORMATION (Please Print):
 Social Security #: _____
 Last Name: _____ First Name: _____ Middle Initial: _____
 Street Address: _____ Apt. #: _____
 City: _____ State: _____ Zip Code: _____ E-mail: _____
 Home Phone: (____) _____ Work Phone: (____) _____

To ensure proper handling of this application, please submit proof of completion of the course listed below.

- DOE-Approved Voluntary Prekindergarten Education Standards Training

Please note: As listed on the resource page, all applicants applying for the VPK Director Endorsement after 12/31/06, must complete the Department of Children and Families' (DCF's) Director Credential, the DOE-Approved Voluntary Prekindergarten Education Standards Training, the DOE-Approved Course(s) on Emergent Literacy and the DOE-Approved Course(s) on Voluntary Prekindergarten Director Endorsement to satisfy the necessary requirements. Proof of completion of all requirements, with the exception of the VPK Education Standards training, are reported within the DCF's training system and therefore are not required to be submitted with this application.

ATTESTATION

I hereby attest that all information pertaining to this application is true, correct and complete. I understand if any of the information provided is found to be false, the verification will be rescinded.

Signature of Applicant

Date of Application

Submit page 2 of the application and ALL required documentation received to date to:

Florida Department of Children and Families
Child Care Program Office – Credential Unit, Voluntary Prekindergarten (VPK) Director Endorsement
1317 Winewood Blvd., Bldg. 6, Room 389A, Tallahassee, Florida 32399-0700

This application will not be accepted without the signature of the applicant in ink. Attach a copy of the document requested above. Please allow 4-6 weeks for processing.

If you have questions regarding the VPK Director Endorsement Application, VPK Education Standards or Emergent Literacy training, please visit
<http://www.myfloridaeducation.com/earlylearning>
or call (850) 245-0445.

Official Use Only

Application Received Date: _____
 Processed Date: _____
 Processed By: _____