



AWI-VPK FORM 10 CHECKLIST PROVIDER/DIRECTOR

Facility _____

Director's Name _____ Student ID No. _____ D.O.B. _____

Please submit copies of the following to the Coalition office along with this form.

_____ **AWI-VPK FORM 10**

_____ **DCF State Annual License and/or Accreditation License**

_____ **VPK Directors Credential Certificate issue date _____ expires _____**

Issued by the state of Florida

_____ **VPK Directors Endorsement Certificate issue date _____ expires _____**

- A private pre-kindergarten program delivering the VPK program **must** have a director who has a VPK Directors Endorsement, issued by DCF.
- **Exempt:** Successful completion of the Directors Credential prior to December 31, 2006 satisfies the requirement, although individuals are **strongly** encouraged to apply for the endorsement.
- **Endorsement:** Effective January 1, 2007 to receive a VPK Directors Endorsement Credential, applicants must complete the following:
 1. A current Directors Credential
 2. DOE-approved VPK Standards Training
 3. DOE-approved VPK Emergent Literacy Course (myflorida.com/childcare)
 4. DOE-approved VPK Director Endorsement Course (myflorida.com/childcare)

Copy of Director's Level 2 Background Screening (*All Background clearances must be dated within the last five years.*)

_____ *FBI Date _____ (found in the body of the FBI letter) Expires _____

_____ *FDLE Date _____ Expires _____

_____ *Local Date _____ Expires _____

_____ **Affidavit of Good Moral Character** (must remain current through out the VPK program)

_____ **5206 for Director** (must be current within last 30 days) ([online myflorida.com/childcare](http://online.myflorida.com/childcare))

***All facility paperwork must be submitted to and reviewed by the Coalition prior to being validated as a VPK Provider**