



**AWI-VPK FORM 11 CHECKLIST
SECONDARY (ASSISTANT) TEACHER**

Facility _____ Classroom A B C D E F G H I (circle one)

Teacher _____ Student ID No. _____ D.O.B. _____

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

If the VPK class is in the school year program and is composed of 11 to 18 students, a secondary teacher (assistant) is required. *The summer VPK program may only contain 12 VPK students with one degreed teacher, assistant optional.*

A secondary teacher (assistant) is not required to have the credentials or training required for a credentialed instructor, except that a secondary teacher must be 18 years of age or older and must have completed a level 2 background screening.

Required Items

_____*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 throughout the VPK Program)

Optional (strongly encouraged) *Please submit copies of certificates if applicable*

_____**Educational Credential**

Certificate _____ Date Issued _____ Date Expires _____

_____**5206 for Assistant**

_____**Emergent Literacy Training** *a five-hour emergent literacy training course was developed by the Office of Early Learning, to meet state requirements: this course became available November, 2005. In accordance with state requirements successful completion of this course is required for CDAs and CDAEs to be eligible as VPK instructors, unless the applicant successfully completed a DCF-approved training in early literacy and language development prior to November 28, 2005.*

_____**VPK Standards Training**

***ALL BACKGROUND CLEARANCES MUST BE DATED WITHIN THE LAST FIVE YEARS.
VPK STAFF MUST BE REFINGERPRINTED-NOT RESCREENED.**
