



# AWI-VPK FORM 11 CHECKLIST SUBSTITUTE TEACHER

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

Teacher \_\_\_\_\_ Student ID No. \_\_\_\_\_ D.O.B. \_\_\_\_\_

A VPK substitute must meet the qualifications of a credentialed instructor **OR** successfully complete one or more of the following, depending on which program they are substituting in (*School Year program or Summer program*).

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

### Summer Program

#### \_\_\_\_\_ Educational Credential

- An associate's or higher degree in any field of study **OR**
- A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition; **OR**
- A credential approved by the Department of Children and Family Services as being equivalent to or greater than the national CDA.

Certificate \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

### School Year Program

#### \_\_\_\_\_ Educational Credential

- Any of the educational credentials listed in the summer program **OR**
- A Department of Children and Family Services 40-clock-hour Introductory Child Care Training course, as described in rule 65C-22.013, F.A.C., if the class is offered in a child care facility; **OR**
- A Department of Children and Family Services 40-clock-hour Family Child Care Home training as described in rule 65C20.013, F.A.C., if the class is offered in a large family child care home; **OR**
- A Department of Children and Family Services 30-clock-hour Family Child Care Home training as described in rule 65C-20.009, F.A.C. if the class is offered in a family day care home.

Certificate \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

\_\_\_\_\_ **5206 for Substitute Teacher** (online Myflorida.com/childcare must be current)

\_\_\_\_\_ **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** (optional, but strongly recommended)

\_\_\_\_\_ **Affidavit of Good Moral Character** (must remain current through out VPK Program)

\_\_\_\_\_ \*FBI Date \_\_\_\_\_ (Found in the body of the FBI letter) Expires \_\_\_\_\_

\_\_\_\_\_ \*FDLE Date \_\_\_\_\_ Expires \_\_\_\_\_

\_\_\_\_\_ \*Local Date \_\_\_\_\_ Expires \_\_\_\_\_

**\*ALL BACKGROUND CLEARANCES MUST BE DATED WITHIN THE LAST FIVE YEARS.**

**VPK STAFF MUST BE REFINGERPRINTED-NOT RESCREENED**