



Florida Department of Education  
Office of Early Learning

DOE Certificate of Completion Form

**THIS FORM IS TO BE USED SOLELY FOR UPDATING APPLICABLE DEPARTMENT OF EDUCATION (DOE) APPROVED TRAINING CERTIFICATES ON YOUR DEPARTMENT OF CHILDREN AND FAMILIES' (DCF'S) CHILD CARE TRAINING TRANSCRIPT.**

<b>To:</b>	Kerry Allen	<b>VPK Regional Facilitator:</b>	South
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<b>Address: Line 1:</b>	2555 Ponce de Leon Blvd. 5 <sup>th</sup> Floor	<b>Line 2:</b>	Coral Gables, Florida 33134

<b>Re:</b>	Training Transcript Update	<b>Total Pages:</b>	(including cover page)
<b>From:</b>		<b>Date:</b>	
<b>Program Name:</b>			
<b>Daytime Phone Number:</b>	( ) -		
<b>Email Address:</b>			

- **Effective August 3, 2009**, the Department of Education will accept Certificates of Completion for DOE-Approved Instructor-Led courses and to update the student's DCF Training Transcript.
  - Certificates of Completion must be updated on the DCF's Child Care Training Transcript by **June 30, 2010**, or the training must be retaken.
- The DOE will accept DOE-approved Certificates of Completions from the period of **October 15, 2005 through March 24, 2009**.
- **Only certificates for DOE-Approved Instructor-Led courses listed on the DCF Child Care Training Transcript can be updated.** The following are the courses that can be updated:
  - 2005 Florida Voluntary Prekindergarten (VPK) Education Standards (3 hours)
  - 2008 Florida Voluntary Prekindergarten (VPK) Education Standards (3 hours)
  - Emergent Literacy in the VPK Classroom (10 hours)
  - Emergent Literacy Train-the-Trainer (19 hours)
  - Florida Voluntary Prekindergarten (VPK) Education Standards Train-the-Trainer (4 hours)
  - Integrating the VPK Standards: Phonological Awareness (2 hours)
  - Integrating the VPK Standards: Phonological Awareness/Practicum (3 hours)
  - What Parents Should Know – It's Okay to Play in VPK! Director Training (2 hours)
  - What's New: Florida Voluntary Prekindergarten (VPK) Education Standards 2008 (2 hours)
- Mail, scan and email, or fax the applicable certificates, with this cover page, using the information at the top of this page.

Type or Print Clearly

Name	DCF Student ID or Social Security Number	Number of Certificates Attached Per Person	Contact Information (Phone number and/or email)

Transcripts will be updated within 6 – 8 weeks of receipt. Check your DCF Child Care Training Transcript to confirm updates have been made. Please do not call the VPK Regional Facilitator unless it has been more than 6 – 8 weeks and the updates are not completed.

