



# NOT FOR IN-SERVICE CERTIFICATES

Child Care Training Services Center  
Fax: (850) 922-2895

**THIS FORM IS TO BE USED SOLELY FOR UPDATING APPLICABLE TRAINING CERTIFICATES  
ON YOUR DCF CHILD CARE TRAINING TRANSCRIPT.**

**Effective October 1, 2010**, licensing staff will only use the Department of Children and Families (DCF) Child Care Training Transcript to validate compliance with mandated introductory training requirements (30 or 40 hours) for licensure. Hard copy (paper) certificates will no longer be accepted.

- o DCF training certificates not updated on the DCF Child Care Training Transcript prior to October 1, 2010 will require the training to be retaken
- o Mail or fax the applicable certificates, with this cover page, using the information at the top of this page

Type or Print clearly

**To:** Child Care Training Information Center **Date:** \_\_\_\_\_

**Re:** Training Transcript Update **Total Pages** \_\_\_\_ **(Including cover page)**

**Name:** \_\_\_\_\_

**Daytime Phone Number:** (      ) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

<b>Name:</b>	<b>DCF Student ID or Social Security Number:</b>																								
<p><b>Submit <u>only</u> training certificates for the Department of Children and Families (DCF) courses <u>listed below</u>. Please check the boxes next to the name(s) of the certificate(s) being sent.</b></p> <table border="0"> <tr> <td><input type="checkbox"/> Introduction to Child Care (20 Hour)</td> <td><input type="checkbox"/> Family Child Care Home Rules and Regulations</td> </tr> <tr> <td><input type="checkbox"/> Behavioral Observation and Screening (10 hour)</td> <td><input type="checkbox"/> Family Child Care Home (30 Hour)</td> </tr> <tr> <td><input type="checkbox"/> Behavioral Observation and Screening (6 hour)</td> <td><input type="checkbox"/> Fundamentals of Family Child Care (3 Hour)</td> </tr> <tr> <td><input type="checkbox"/> Child Care Facility Rules and Regulations</td> <td><input type="checkbox"/> Train-the-Trainer</td> </tr> <tr> <td><input type="checkbox"/> Health, Safety, and Nutrition</td> <td><input type="checkbox"/> Early Literacy for Children Birth to Three</td> </tr> <tr> <td><input type="checkbox"/> Identifying and Reporting Child Abuse &amp; Neglect</td> <td><input type="checkbox"/> Basic Guidance and Discipline</td> </tr> <tr> <td><input type="checkbox"/> Child Growth and Development</td> <td><input type="checkbox"/> Computer Technology for the Child Care Professional</td> </tr> <tr> <td><input type="checkbox"/> Infant and Toddler Appropriate Practices</td> <td><input type="checkbox"/> Emergent Literacy for VPK Instructors</td> </tr> <tr> <td><input type="checkbox"/> Pre-School Appropriate Practices</td> <td><input type="checkbox"/> Early Childhood Computer Learning Centers</td> </tr> <tr> <td><input type="checkbox"/> School-Age Appropriate Practices</td> <td><input type="checkbox"/> Quality Standards for Afterschool Programs</td> </tr> <tr> <td><input type="checkbox"/> Special Needs Appropriate Practices</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Owner/Operator</td> <td></td> </tr> </table>		<input type="checkbox"/> Introduction to Child Care (20 Hour)	<input type="checkbox"/> Family Child Care Home Rules and Regulations	<input type="checkbox"/> Behavioral Observation and Screening (10 hour)	<input type="checkbox"/> Family Child Care Home (30 Hour)	<input type="checkbox"/> Behavioral Observation and Screening (6 hour)	<input type="checkbox"/> Fundamentals of Family Child Care (3 Hour)	<input type="checkbox"/> Child Care Facility Rules and Regulations	<input type="checkbox"/> Train-the-Trainer	<input type="checkbox"/> Health, Safety, and Nutrition	<input type="checkbox"/> Early Literacy for Children Birth to Three	<input type="checkbox"/> Identifying and Reporting Child Abuse & Neglect	<input type="checkbox"/> Basic Guidance and Discipline	<input type="checkbox"/> Child Growth and Development	<input type="checkbox"/> Computer Technology for the Child Care Professional	<input type="checkbox"/> Infant and Toddler Appropriate Practices	<input type="checkbox"/> Emergent Literacy for VPK Instructors	<input type="checkbox"/> Pre-School Appropriate Practices	<input type="checkbox"/> Early Childhood Computer Learning Centers	<input type="checkbox"/> School-Age Appropriate Practices	<input type="checkbox"/> Quality Standards for Afterschool Programs	<input type="checkbox"/> Special Needs Appropriate Practices		<input type="checkbox"/> Owner/Operator	
<input type="checkbox"/> Introduction to Child Care (20 Hour)	<input type="checkbox"/> Family Child Care Home Rules and Regulations																								
<input type="checkbox"/> Behavioral Observation and Screening (10 hour)	<input type="checkbox"/> Family Child Care Home (30 Hour)																								
<input type="checkbox"/> Behavioral Observation and Screening (6 hour)	<input type="checkbox"/> Fundamentals of Family Child Care (3 Hour)																								
<input type="checkbox"/> Child Care Facility Rules and Regulations	<input type="checkbox"/> Train-the-Trainer																								
<input type="checkbox"/> Health, Safety, and Nutrition	<input type="checkbox"/> Early Literacy for Children Birth to Three																								
<input type="checkbox"/> Identifying and Reporting Child Abuse & Neglect	<input type="checkbox"/> Basic Guidance and Discipline																								
<input type="checkbox"/> Child Growth and Development	<input type="checkbox"/> Computer Technology for the Child Care Professional																								
<input type="checkbox"/> Infant and Toddler Appropriate Practices	<input type="checkbox"/> Emergent Literacy for VPK Instructors																								
<input type="checkbox"/> Pre-School Appropriate Practices	<input type="checkbox"/> Early Childhood Computer Learning Centers																								
<input type="checkbox"/> School-Age Appropriate Practices	<input type="checkbox"/> Quality Standards for Afterschool Programs																								
<input type="checkbox"/> Special Needs Appropriate Practices																									
<input type="checkbox"/> Owner/Operator																									

**Please do not submit** the following certificates because cannot be added to your DCF Child Care Training Transcript: and should not be sent:

- o In-service training certificates for courses other than DCF Child Care Training courses
- o Certificates for courses listed under the heading "DOE - VPK Office of Early Learning Instructor-Led Training"
- o Certificate for any approved early literacy and language development course other than the online DCF courses (Early Literacy for Children Birth to Three or Emergent Literacy for VPK Instructors)

These certificates should be kept in your personnel file for review by licensing staff.

Transcripts will be updated within 10 business days of receipt of this form and appropriate training certificates.

- o Check your Child Care Training Transcript online at [www.myflorida.com/childcare](http://www.myflorida.com/childcare) to confirm updates.
- o Please do not call the CCTIC prior to 10 business days from date of submission.

**ONE COVER SHEET PER CHILD CARE PERSONNEL  
MAKE SURE TO CHECK THE BOXES NEXT TO THE CERTIFICATES BEING SENT FOR UPDATING.**