

**\*\*\*Please make sure all forms are completely filled out\*\*\***

**Incomplete packets will be returned to the provider.**

**You will not be a certified VPK provider until all documents are completed and returned to ELCMC!**

**Name of Provider:** \_\_\_\_\_

**License or Accreditation**

**Form 10**

**Director Credential**

Director VPK Endorsements (if rec'd credential after 12/06)

**Level II background Screening for Director and Owner**

FBI \_\_\_\_\_

FDLE \_\_\_\_\_

Local law \_\_\_\_\_

Attestation of Good Moral Character (yearly) \_\_\_\_\_

Previous 2 years employment history (yearly) \_\_\_\_\_

5 year rescreen (This includes **FBI** and **FDLE** screenings.)

**Form 11 – Calendar must equal 540 hrs for Fall program or 300 hours for summer program**

**NOTE: NEED A FORM 11 FOR EVERY VPK CLASS AT YOUR SITE!**

Lead Credentials – **Fall**; CDAE of above – **Summer**; Teaching Certificate

VPK Emergent Literacy

**The below are acceptable in place of the VPK Emergent Literacy if you received before October 2005**

- Beyond Centers and Circle Time 5-Hour
- 5-Hour Literacy Training
- Early Literacy and Language Development of Children Birth to 5
- Early Literacy for Children Age Birth to 3
- Early Learning Accelerates Total Education
- Five Hour Literacy Curriculum
- Emerging Literacy in Early Childhood and in Infants and Toddlers
- Early Literacy, Language and Development Birth to 5 years
- Early Literacy for Children Age Three and Four

VPK Standards (recommended)

**Level II background screening for all teachers in the VPK class – current within 5 years**

FBI \_\_\_\_\_

FDLE \_\_\_\_\_

Local law \_\_\_\_\_

Attestation of Good Moral Character (yearly) \_\_\_\_\_

Previous 2 years employment history (yearly) \_\_\_\_\_

5 year rescreen (This includes **FBI** and **FDLE** screenings.)

**Payment Election**

**Direct Deposit/Banking Information**

**Voided Check**

**W-9**

**Not required with Packet**

**Statewide Provider Agreement**

**Memorandum of Understanding**

**Addendum**