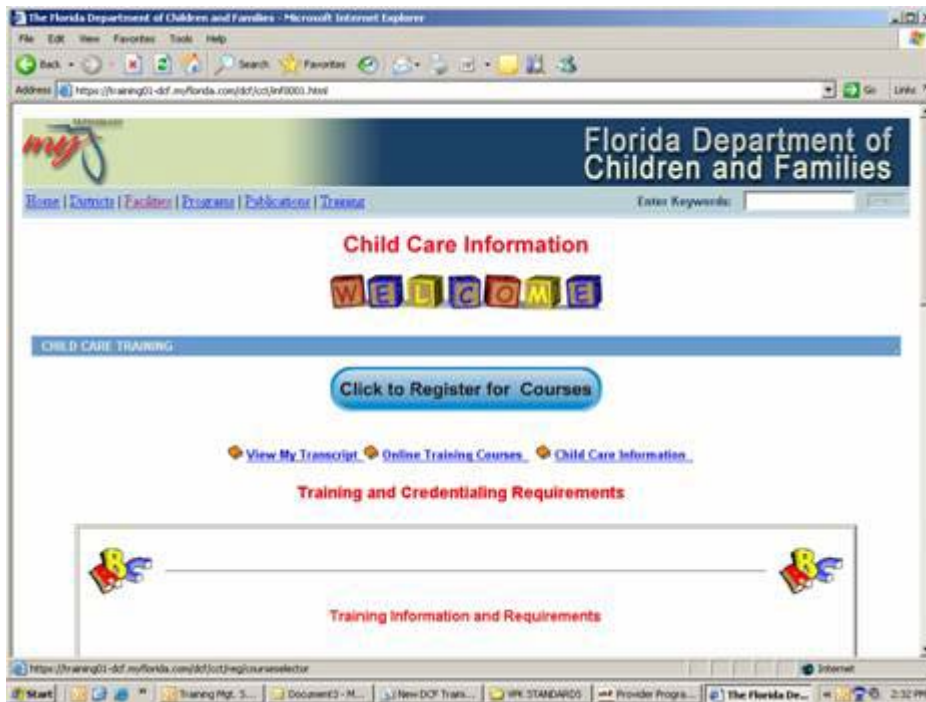
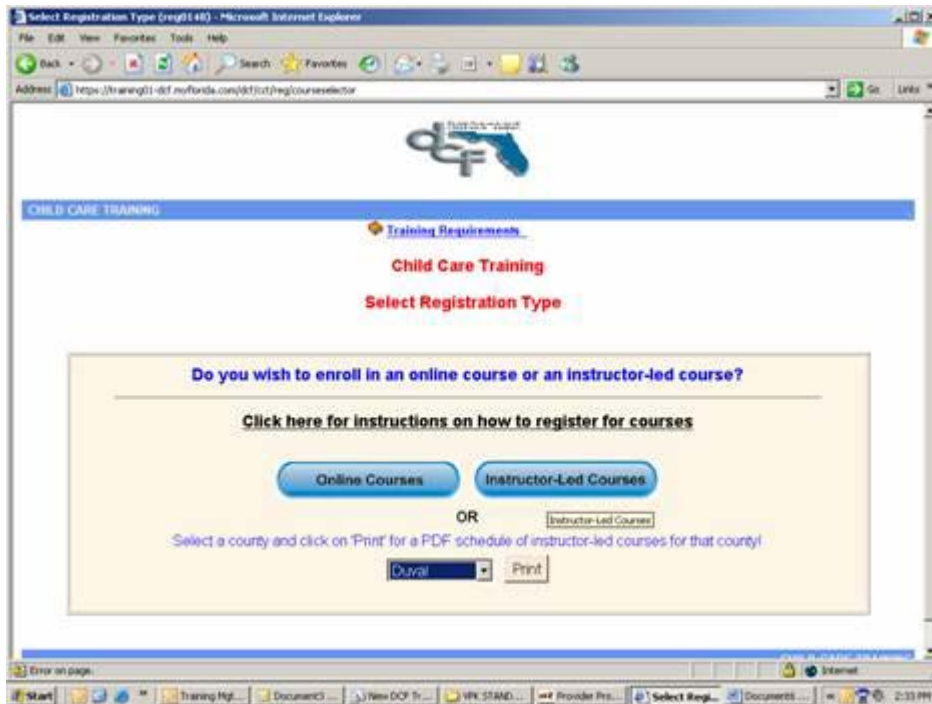


STEP-BY-STEP REGISTERING FOR VPK TRAININGS THROUGH THE DCF WEBSITE

- Go to www.myflorida.com/childcare/training
- Click the blue button "**Register for classes**"



- Use drop-down box to click "Duval", then click "Instructor-Led Courses"



- Type in Last Name, SS# or Student ID#, and fill out the survey

- Select "training period", "county", then for Training Provider/Location, click "VPK Training Providers".

Register for Courses(reg0160) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://training01-dcf.myflorida.com/df/cct/reg/select_courses?PERSONID=266589&COUNTY=16&QUARTER=3&LOCATION

[Training Requirements](#) [View My Transcript](#) [Log Out](#)

Child Care Training

Register for Courses

Step 1

[Click Here for Course Descriptions](#)

Select Training Period when Courses Begin:

Select County:

Select Training Provider/Location:

Select Language:

[For more choices, select a new training period, county or provider/location.](#)

OR

Type in a course reference number and click Find

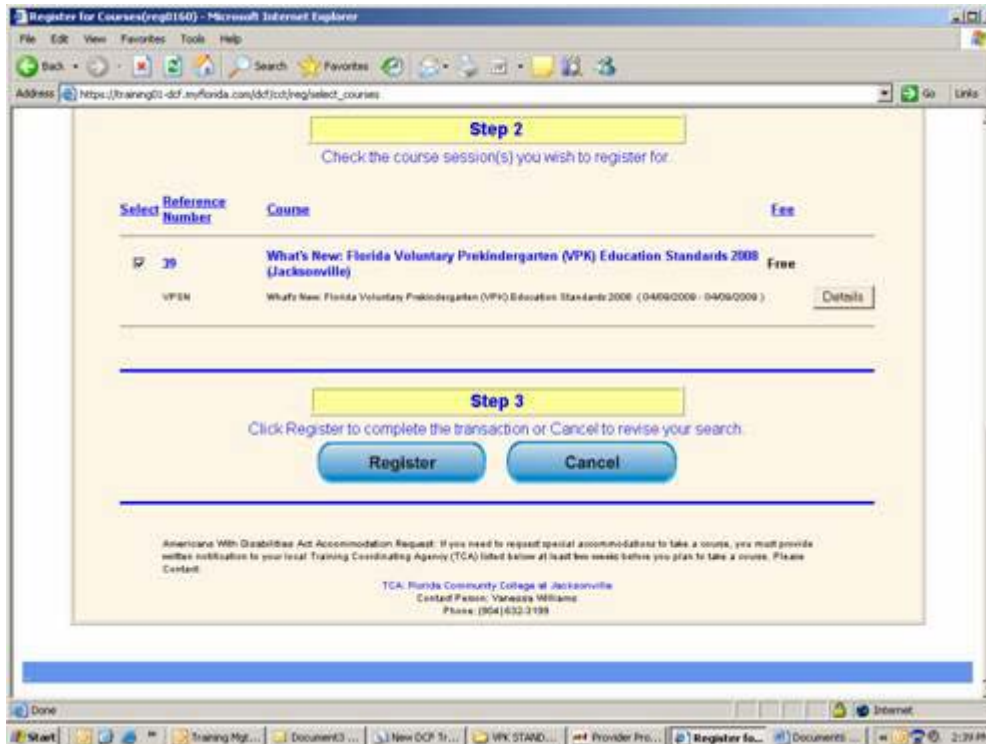
Course Reference Number:

OR

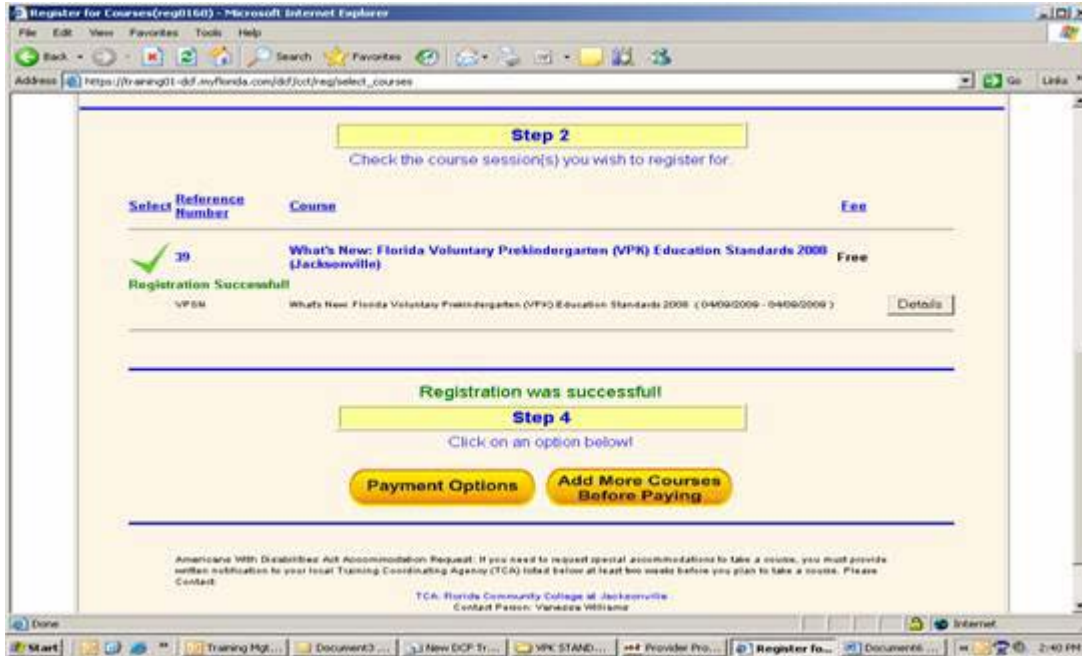
Done Internet

Start Training Mgt... Document3 ... New DCF Tr... VPK STAND... Provider Pro... Register fo... Document6 ... 2:35 PM

- The list of VPK courses for the selected months should appear below **"Step 2"** (you can click on "Details" to find out location, time, etc). Click in the box to the left of the selected course, then click the blue **"Register"** button.



- The course should get a green check mark β , and say "registration successful!!"



- You do not need to complete Step 4, since the courses are free, simply go to the top of the page and log out.