



**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.**

**To:** Marge Campany **VPK Regional Facilitator:** Northeast

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**Fax Number:** NO FAXES WILL BE ACCEPTED **Email Address:** Mjcampany@aol.com

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**Address: Line 1:** 700 Canopy Walk Lane **Line 2:** Palm Coast, Florida  
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**Re:** Training Transcript Update **Total Pages:** (including cover page)

**From:** **Date:** 7/8/09

**Program Name:**

**Daytime Phone Number:** ( ) -

**Email Address:**

- **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 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.

