

I. To register for courses (VPK Educational Standards, Integrating the Standards and/or Emergent Literacy for the VPK Classroom)

- a. Go to www.myflorida.com/childcare
- b. Choose the Training Requirements link
- c. Click on Register for Courses, followed by Instructor-led Courses
- d. Log in
- e. Check your demographic information and complete the survey; click on continue
- f. From the drop down menus, choose : the Training period, the County and the Training provider/location
- g. For the Training provider/location choose VPK Training Providers
- h. Now choose the training you wish to attend; be sure to check the location, date and time
- i. Place a check mark in the box to the left of the training
- j. Scroll down and click on Register
- k. If the registration was successful you should see a green check mark that says "Registration Successful"

II. To cancel your registration or obtain your certificate/transcript/CEUs

- a. Go to www.myflorida.com/childcare
- b. Choose the Training Requirements link
- c. Under Register for Courses, choose the View My Transcript link
- d. Log in
- e. Check your demographic information and complete the survey, click on continue

To CANCEL your registration:

- a. Click on View Scheduled Course(s)
- b. The course(s) you are registered for will show up; click "**unregister**" under the action column

To obtain your certificate/transcript/CEUs:

- a. Scroll down and find the course(s) you have completed
- b. Click on "print" to get your certificate
- c. Click on "print this transcript", at the bottom of the page, to get a copy
- d. CEUs will be printed on both the certificate and transcript

If you have any questions or need assistance, please contact Mary Ann Goodrich, the DOE VPK Regional Facilitator, at 727-549-6516.