

2009/2010 VPK Program Application Checklist

Failure to submit complete and accurate application packets could delay the approval of your program and start date.

Program Name: _____

- Two (2) **Signed** Copies of VPK-20 Provider Agreement (with attachments)
- VPK-10 (All Program information completed, signed, and dated)
- VPK-11 (One completed for each class (copy as needed) signed and dated)
- Program Calendar (Calendar Calculator can be found at www.elcpinllas.org)
- Copy of Current License
- Copy of Current Director's Credential
- Copy of VPK Director's Endorsement (If Director's Credential is dated after December 31, 2006)
- VPK Classroom Teacher Worksheet (See attached)
- All supporting documentation listed on the VPK Classroom Worksheet

NOTES:

- All lead VPK teachers are required to submit a Form 5211 to Tallahassee to have their credentials/qualifications reviewed and included on their DCF transcript with an expiration date.
- FBI, FDLE, and Local screenings must be dated within the past five years and should cover the entire VPK program.
- Attestation of Good Moral Characters must cover the entire VPK program year (i.e. start date though end date)
- All names used must match documentation (i.e. include married, maiden names, etc. on the VPK 11 form in parentheses).
- Have a second party check all paperwork before submitting it to ELC.

VERY IMPORTANT

VPK paperwork will not be accepted if white out is used. To correct errors, cross out, initial, date and make correction.

Name (Print): _____ Signature: _____ Date: _____