

Florida Department of Children and Families (DCF) Training and Credentialing

- Click <http://www.myflfamilies.com/service-programs/child-care/training>
 - To apply for your DCF credential:
 - Scroll down to “**Credentialing Information and Requirements**”
 - Click on “**Staff Credential**”
 - Scroll down to “**Who qualifies for a Staff Credential?**” – Review
 - Scroll down to “**How do I apply for or renew a Staff Credential?**”
 - Click on the “**Staff Credential Application**” link
 - Follow the directions on the *Florida Child Care Staff Credential Verification Application*
 - Submit with required documentation to:

Florida Department of Children and Families
Child Care Program Office - Credential Unit
1317 Winewood Blvd., Bldg. 6, Room 389A
Tallahassee, Florida 32399-0700
 - To print your credential:
 - Click <https://training01-dcf.myflorida.com/student/site/admin/login.jsf>
 - Enter email and password
 - Under Personal Menu click *My Student Information and Transcript*
 1. Go to *My Transcript* tab to print your “Child Care Training Transcript”
 2. Go to *Print My Certificates* tab and scroll to “Staff Credential Verification” click print

Employment with Polk County Schools Preschool Programs requires a printed copy of:

- Child Care Training Transcript
- Staff Credential Verification

Florida DCF Credentialing / Course Requirements:

- Staff Credential Verification:
 - Must be Voluntary Pre Kindergarten (VPK) eligible
- Emergent Literacy for VPK Instructors
(5-hour, online course, \$10)
- Florida Standards for Four-Year-Olds (SFYO)
(3-hour face-to-face course, must be taken post-hire)

For more information or questions on DCF credentials, contact toll-free (888) 352-2842

Updated 5-18-16 LH
4-18-16 LH
9-21-15 LH