



# VPK Document Checklist & Expiration Tracking Form

Provider Name: \_\_\_\_\_

Director Name: \_\_\_\_\_

School Year (540 hours) \_\_\_\_\_ Summer (300 hours) \_\_\_\_\_

Appointment call 386-323-2400 ext. 186 (A-M); ext. 139 (N-Z)

**VPK 10**  
(Required documentation- submit copies only)      **Expires**  
(during session)

- \_\_\_\_ Completed VPK 10 Application
- \_\_\_\_ License Exempt Documentation *(if applicable)* \_\_\_\_\_
- \_\_\_\_ Gold Seal Accreditation Certificate *(if applicable)* \_\_\_\_\_
- \_\_\_\_ Attendance Policy
- \_\_\_\_ W-9 form *(only if new or changes are being made)*
- \_\_\_\_ Payment Selection Form *(only if new or changes are being made)*

VPK Endorsed Director Credential  
As shown on *DCF Training Transcript* \_\_\_\_\_

Director Level II Background Screening

- \_\_\_\_ *Local* \_\_\_\_\_
- \_\_\_\_ *FDLE* \_\_\_\_\_
- \_\_\_\_ *FBI* \_\_\_\_\_
- \_\_\_\_ *AGMC* \_\_\_\_\_

**Class B**  
(Required documentation- submit copies only)      **Expires**  
(during session)

**Lead Instructor:** \_\_\_\_\_

- \_\_\_\_ School Year Staff Credential- *DCF Form 5206* \_\_\_\_\_
- \_\_\_\_ Summer Teaching Certification \_\_\_\_\_
- \_\_\_\_ Emergent Literacy course- *DCF Training Transcript*
- \_\_\_\_ *Local* \_\_\_\_\_
- \_\_\_\_ *FDLE* \_\_\_\_\_
- \_\_\_\_ *FBI* \_\_\_\_\_
- \_\_\_\_ *AGMC* \_\_\_\_\_

**Secondary Instructor:** \_\_\_\_\_

- \_\_\_\_ *Local* \_\_\_\_\_
- \_\_\_\_ *FDLE* \_\_\_\_\_
- \_\_\_\_ *FBI* \_\_\_\_\_
- \_\_\_\_ *AGMC* \_\_\_\_\_

\_\_\_\_ Completed VPK 11B Application

\_\_\_\_ VPK Program Calendar and Hours Calculation Chart

**Class A**  
(Required documentation- submit copies only)      **Expires**  
(during session)

\_\_\_\_ Completed VPK 11A Application

**Lead Instructor:** \_\_\_\_\_

- \_\_\_\_ School Year Staff Credential- *DCF Form 5206* \_\_\_\_\_
- \_\_\_\_ Summer Teaching Certification \_\_\_\_\_
- \_\_\_\_ Emergent Literacy Course- *DCF Training Transcript*
- \_\_\_\_ *Local* \_\_\_\_\_
- \_\_\_\_ *FDLE* \_\_\_\_\_
- \_\_\_\_ *FBI* \_\_\_\_\_
- \_\_\_\_ *AGMC* \_\_\_\_\_

**Secondary Instructor:** \_\_\_\_\_

- \_\_\_\_ *Local* \_\_\_\_\_
- \_\_\_\_ *FDLE* \_\_\_\_\_
- \_\_\_\_ *FBI* \_\_\_\_\_
- \_\_\_\_ *AGMC* \_\_\_\_\_

**Class C**  
(Required documentation- submit copies only)      **Expires**  
(during session)

**Lead Instructor:** \_\_\_\_\_

- \_\_\_\_ School Year Staff Credential- *DCF Form 5206* \_\_\_\_\_
- \_\_\_\_ Summer Teaching Certification \_\_\_\_\_
- \_\_\_\_ Emergent Literacy Course- *DCF Training Transcript*
- \_\_\_\_ *Local* \_\_\_\_\_
- \_\_\_\_ *FDLE* \_\_\_\_\_
- \_\_\_\_ *FBI* \_\_\_\_\_
- \_\_\_\_ *AGMC* \_\_\_\_\_

**Secondary Instructor:** \_\_\_\_\_

- \_\_\_\_ *Local* \_\_\_\_\_
- \_\_\_\_ *FDLE* \_\_\_\_\_
- \_\_\_\_ *FBI* \_\_\_\_\_
- \_\_\_\_ *AGMC* \_\_\_\_\_

\* If documents are not accepted by ELCFV or packet is incomplete an additional appointment will be required.

# VPK Document Checklist & Expiration Tracking Form *(continued as needed)*

**Class D**  
(Required documentation- submit copies only)      **Expires**  
(during session)

**Lead Instructor:** \_\_\_\_\_

- \_\_\_ School Year Staff Credential- *DCF Form 5206*      \_\_\_\_\_
- \_\_\_ Summer Teaching Certification      \_\_\_\_\_
- \_\_\_ Emergent Literacy Course- *DCF Training Transcript*
- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

**Secondary Instructor:** \_\_\_\_\_

- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

**Class F**  
(Required documentation- submit copies only)      **Expires**  
(during session)

**Lead Instructor:** \_\_\_\_\_

- \_\_\_ School Year Staff Credential- *DCF Form 5206*      \_\_\_\_\_
- \_\_\_ Summer Teaching Certification      \_\_\_\_\_
- \_\_\_ Emergent Literacy Course- *DCF Training Transcript*
- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

**Secondary Instructor:** \_\_\_\_\_

- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

**Class E**  
(Required documentation- submit copies only)      **Expires**  
(during session)

**Lead Instructor:** \_\_\_\_\_

- \_\_\_ School Year Staff Credential- *DCF Form 5206*      \_\_\_\_\_
- \_\_\_ Summer Teaching Certification      \_\_\_\_\_
- \_\_\_ Emergent Literacy Course- *DCF Training Transcript*
- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

**Secondary Instructor:** \_\_\_\_\_

- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

**Class G**  
(Required documentation- submit copies only)      **Expires**  
(during session)

**Lead Instructor:** \_\_\_\_\_

- \_\_\_ School Year Staff Credential- *DCF Form 5206*      \_\_\_\_\_
- \_\_\_ Summer Teaching Certification      \_\_\_\_\_
- \_\_\_ Emergent Literacy Course- *DCF Training Transcript*
- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

**Secondary Instructor:** \_\_\_\_\_

- \_\_\_ *Local*      \_\_\_\_\_
- \_\_\_ *FDLE*      \_\_\_\_\_
- \_\_\_ *FBI*      \_\_\_\_\_
- \_\_\_ *AGMC*      \_\_\_\_\_

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