

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

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

To **APPLY** for your DCF credential:

- Click <http://www.myflfamilies.com/service-programs/child-care/training>
- Scroll down to “**Credentialing Information and Requirements**”
- Click on “**Staff Credential**”
- Scroll down to review “**Who qualifies for a Staff Credential?**”
- 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 DCF staff credential and training transcript:

- Click <https://training01-dcf.myflorida.com/studentsite/admin/login.jsf>
- Enter email and password
- Under Personal Menu click *My Student Information and Transcript*
 - Go to *Print My Certificates* tab, scroll to “Staff Credential Verification”, and then click print.
 - Go to *My Transcript* tab to print your “Child Care Training Transcript”.

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

1. Staff Credential Verification
2. Child Care Training Transcript

Florida Child Care Training Transcript and DCF Credentialing must reflect:

- Eligible to teach Voluntary PreKindergarten (VPK)
- Emergent Literacy for VPK Instructors (5-hour, online course, \$10)
- Florida Standards for Four-Year-Olds (SFYO) (Online course, \$10)