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July 28, 2006

MEMORANDUM #06-14

TO: Early Learning Coalition Executive Directors
Voluntary Prekindergarten (VPK) Regional Facilitators

FROM: Shan Goff, Executive Director

SUBJECT: **Awarding of Continuing Education Units (CEUs) for Successful Completion of DOE-Approved Trainings**

As you know, the Department of Education, Office of Early Learning, has developed and/or approved a series of on-line and instructor-led training sessions related to Florida's Voluntary Prekindergarten (VPK) Education Program. Questions have arisen regarding the awarding of continuing education units (CEUs) to participants who successfully complete these training(s).

As a result of a collaborative effort with the Department of Children and Families (DCF) participants who successfully complete the *Emergent Literacy for VPK Instructors* on-line course or the *VPK Director Endorsement* on-line course and receive a Certificate of Completion will be eligible to be awarded CEUs. This process is available as a result of DCF's ability to electronically verify the participant's attendance and successful completion of the appropriate competency examination.

For DOE-approved trainings that are not available on-line (e.g., *Florida's Voluntary Prekindergarten (VPK) Education Standards*) but are offered in an instructor-led format, DOE's VPK regional facilitators are encouraged to make every effort to collaborate with

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local agencies and/or organizations to secure CEUs for participants who successfully complete the training. The number of CEUs awarded for the VPK Standards Education training will be dependent upon the professional development agencies' or organizations' specific guidelines; a cost may or may not be associated with the CEU process. The DOE supports the facilitation of CEUs on a regional level in this manner, but does not provide any financial support to agencies and/or organizations in securing the CEUs for attending participants.

We appreciate all that you do in support of early childhood education and our VPK providers. If you have any additional questions regarding CEUs for DOE-approved trainings, please feel free to contact Gloria Hearn at (850) 245-0850 or via email at Gloria.Hearn@fldoe.org.

SG:gh

cc: Gladys Wilson
Debbly Russo