



**Florida Department of Education  
Office of Early Learning**

**Review Process: Equivalent Educational Credentials for Voluntary  
Prekindergarten (VPK) Education Program Instructors**

**John Winn, Commissioner**

**January 2007**

**Shan Goff, Executive Director**

## **Background**

Section 1002.55(4)(e), Florida Statutes, School-year prekindergarten program delivered by private prekindergarten providers, includes among the allowable qualifications “[a]n educational credential approved by the department as being equivalent to or greater than an educational credential described in this subsection. The department may adopt criteria and procedures for approving equivalent educational credentials under this paragraph.”

## **Application**

A written request which includes the following must be submitted:

- 1) Requestor’s Name
- 2) Contact information including street address, phone number, and e-mail address (if available)
- 3) Correct and complete title of the associate’s degree, bachelor’s degree or certification coverage for which review is requested.
- 4) Documentation of the specific credential under review, including: university program website link, when available; program requirements; and/or a letter on institution letterhead verifying specific course requirements for the degree under consideration.

The above information should be sent to the following address:

Equivalent Educational Credential Review  
Office of Early Learning  
Florida Department of Education  
325 West Gaines Street, Suite 1524  
Tallahassee, FL 32399-0400

## **Review Process**

Upon receipt of the applicant’s documentation an internal review team will assess the information provided based upon:

- Florida Certification Coverages as defined at <http://www.fldoe.org/edcert/subjlist.asp>
- Competencies and Skills as outlined on <http://www.firn.edu/doe/sas/ftce/ftcecomp.htm>
- Curriculum frameworks as outlined on <http://www.firn.edu/doe/dwdframe/05/06/fc/pdf/20020203.pdf>
- College/University program/course descriptions

The review team will consist of at least one representative from each of the following:

- Office of Early Learning, Florida Department of Education
- Bureau of Educator Certification, Florida Department of Education
- Appropriate institution of higher education (e.g., community college; university).

## **Report of Findings**

Written documentation of the group’s findings will be provided to the applicant within 30 days of the receipt of the complete application packet by the Department of Education’s Office of Early Learning. If the review team determines that the credential/certification request meets the criteria for addition to the list of equivalent credentials, upon approval the Department of Education will place the degree/certification on the equivalent credential list where appropriate.