

Student Guidelines

Florida Department of Education Early Childhood Professional Certificate (ECPC)

Every child within a child care setting deserves the best trained teacher possible. Through your commitment to complete the Early Childhood Education (ECE) program and earn the Early Childhood Professional Certificate (ECPC), you will have the opportunity to touch the lives of young children and begin the journey to becoming the best teacher possible.

Florida Statute 402.305(3) requires the presence of one credentialed staff person for every 20 children within a child care setting. The Florida Department of Education Early Childhood Professional Certificate (ECPC) enables you to apply for the Staff Credential from the Department of Children and Families (DCF). The Florida Department of Education Early Childhood Professional Certificate (ECPC) is based upon the eight child care content areas listed below:

1. Planning a safe, healthy, supportive, and respectful learning environment.
2. Steps to advance children's physical and intellectual development (including literacy).
3. Positive ways to support and promote children's social and emotional development.
4. Strategies to establish productive, positive relationships with families.
5. Strategies to manage effective program operations.
6. Maintaining a commitment to professionalism.
7. Observing and recording children's behavior including an understanding of screening and assessment.
8. Principles of child growth and development.

Each content area is an integral part of the Early Childhood Education (ECE) Program.

Early Childhood Education (ECE) is a 4 credit/600 hour program which includes the required training for entry level workers leading to the Florida Department of Education Early Childhood Professional Certificate (ECPC). The ECE program is divided into 4 occupational completion points which represent occupations within the industry.

REQUIREMENT CHECKLIST FOR STUDENTS

**** THIS CHECKLIST MUST BE SUBMITTED TO YOUR INSTRUCTOR **
WITH YOUR APPLICATION FOR THE FLORIDA DEPARTMENT OF
EDUCATION EARLY CHILDHOOD PROFESSIONAL CERTIFICATE**

Students who participate in the Early Childhood Education Program should complete all of the following and obtain signature of instructor upon completion of each requirement:

1. **OCP A (45 hours)** – includes the following DCF courses: State and Local Rules and Regulations (6 hours); Health, Safety, & Nutrition (8 hours); Identifying & Reporting Child Abuse & Neglect (4 hours); Child Growth & Development (6 hours); Behavioral Observation & Screening (6 hours); Preschool Appropriate Practices (10 hours); and 5-clock hours of DCF approved literacy training.

NOTE:

After completion of the **required DCF courses**, Florida Administrative Code 65C-22.003(2)(a) requires “successful completion of the 40 hour training as evidenced by **passage of competency examinations with a score of seventy (70) or better.**” Therefore, it is mandatory for students to take the required exams at the appointed time and place, arranged by the classroom instructor and the training coordinating agency. Students who pass the exams will be able to download official certificates and a transcript from the Department of Children and Families Website < www.myflorida.com/childcare/training >.

Completion of a DCF **approved literacy course** can be documented through a certificate or assessment. ****NOTE: To be eligible as a VPK (Voluntary Prekindergarten) instructor, you must take the DOE VPK Literacy course.**

After completing all of the above, students will have met the minimum **training requirements** for child care personnel as outlined in Florida Statutes 402.305(2)(a). See Florida Statutes 402.305 for additional minimum personnel requirements.

Signature of Instructor

Date

2. **OCP B, C, and D** (Includes additional 75 hours of child care curriculum;

480 hours of direct work with children 5 years of age or younger; minimum of one formal observation by a qualified observer; completion of a Professional Resource File; and demonstration of competency in the eight child care content areas).

* **Documentation of 480 hours of direct work with children 5 years of age or younger** (use Practical Experience Summary Documentation Form)

Signature of Instructor

Date

* **Documented observation by a qualified observer.** (If children are napping or playing during the majority of a class period, this does not meet observation requirements).

Signature of Instructor

Date

* **Completion of Professional Resource File** (including autobiography, statements of competence, and resource collection). For suggested guidelines go to www.cdacouncil.org.

Signature of Instructor

Date

* **Demonstration of competency in the eight child care content areas** (see page one of these guidelines).

Signature of Instructor

Date

3. Earn a high school diploma or GED.

Signature of Instructor

Date

4. Document age – 18 years or older

Signature of Instructor

Date

5. Submit a completed ECPC application, this checklist, and all documentation to Early Childhood Education instructor.

Signature of Instructor

Date

**Congratulations on completing the process to receive your
Florida Department of Education
Early Childhood Professional Certificate!**