

Program Guidelines

School Age Certification Training (V200310)

Florida Department of Education School Age Professional Certificate (SAPC)

The School Age Certification Training program (PSAV – V200310) provides the knowledge and skills necessary for employment. Students who complete Occupational Completion Point A of the School Age Certification program and pass the required Department of Children and Families (DCF) exams with a score of 70 or better will have completed the DCF 40 hour Introductory Child Care Training. Students who complete the entire program and meet all other requirements for the School Age Professional Certificate (SAPC) as outlined in the Student Guidelines can be awarded a SAPC.

In order for teachers to have the best experience in the delivery of the School Age Certification Program, and the awarding of the Florida Department of Education School Age Professional Certificate (SAPC), the following guidelines must be followed:

Before teaching the DCF mandated training in the School Age Certification Training Program Instructors must:

1. **Review training/trainer requirements** as outlined in Florida Administrative Code (FAC) 65C-22.003. (Information can be viewed at < www.myflorida.com/childcare > under laws and requirements on the webpage.)
2. **Meet with local Training Coordinating Agency** (contracted with the Department of Children and Families); training coordinators list may be viewed at <https://training01-dcf.myflorida.gov/pdf/files/dcfctwebsite/TCA.pdf>.
3. **Instructors must complete the six hour train-the-trainer course and must meet additional qualifications** outlined in Florida Administrative Code (FAC) 65C-22.003(5).

Additional Requirements for instructors in the School Age Professional Certificate (SAPC) program:

4. **Instructors must be a Qualified Observer to validate students' 480 hours of direct work with children and conduct at least one formal observation of the student.**

Qualified Observer Criteria:

The observer must meet the following qualifications and be able to document that a person is competent in the six school age competencies. The observations must occur in a school age setting.

1. Minimum of a Bachelor's degree in Early Childhood Education/Child Development, Elementary Education, or Family and Consumer Sciences (formerly Home Economics) OR
2. Bachelor's degree with a teaching certificate and employed by a school district in the state of Florida to teach the School Age Certification Training program.
AND
3. Knowledgeable about Florida School Age Child Care Regulations, NAA (National Afterschool Association) standards and policies for school age Services (<http://www.naaweb.org/publications.htm>).

5. **Instructors should provide School Age Certification Training program students with copies of the Student Guidelines, Practical Experience Documentation form, and the Application for Florida Department of Education School Age Professional Certificate.**

Students must meet the following requirements **BEFORE** a School Age Professional Certificate (SAPC) can be awarded:

- **Complete the 40 hour training and pass competency exams included in OCP A (See note below).**
- **Complete the remaining 80 hours of the School Age Certification Training program (including Professional Resource File, Portfolio, demonstration of competency in the six school age competencies, and documented observation).**
- **Provide documentation of 480 hours working with children in a school age setting in the past five years –** NOTE – 80 hours must be completed while attending the SAPC program.**
- **Earn a high school diploma or GED.**
- **Be 18 years of age.**
- **Submit a completed SAPC application and all necessary documentation to instructor.**

Note:

School Age Certification Training program Occupational Completion Point A consists of the five mandated courses (30 hours) and the 10 hour School Age Appropriate Practices course as prescribed in FAC 65C-22.003(2)(a). After completion of the required DCF courses, FAC 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.” Arrangements for student testing and teacher proctoring should be coordinated through the local training coordinating agency.

****Note – if students have completed the mandated training hours, they may be given credit for those hours if they provide appropriate documentation. Instructors must ensure that students have taken the 10 hour School Age Appropriate Practices course.**

6. **Instructors should verify student completion of all of the SAPC requirements and sign/date the student’s Requirement Checklist. At program completion, the Requirement Checklist should accompany the Application for Florida Department of Education School Age Professional Certificate.**
7. **Schools should award students the Florida Department of Education School Age Professional Certificate (SAPC) only when all criteria have been met. The DOE School Age Professional Certificate is recognized by the Department of Children and Families and enables students to apply for the DCF Staff Credential. Access to certificates should be limited to school/district personnel.**
8. **Districts/schools should keep an electronic copy of the School Age Professional Certificate (SAPC) in a secure location.**
9. **Districts should document the issuing of the School Age Professional Certificate by numbering each certificate and maintaining a file with the names of certificate recipients.**