

Student Guidelines

School Age Certification Training Program (V200310)

Florida Department of Education School Age Professional Certificate (SAPC)

Every child within a school setting deserves the best trained teacher possible. Through your commitment to complete the School Age Certification Training program and earn the School Age Professional Certificate (SAPC), you will have the opportunity to touch the lives of 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 School Age Professional Certificate (SAPC) is accepted by the Department of Children and Families (DCF) for the Staff Credential. The Florida Department of Education School Age Professional Certificate (SAPC) is based upon the six competency goals listed below:

1. Establish and maintenance of a safe and healthy learning environment.
2. Advancement of physical and intellectual competence.
3. Support of social and emotional development and provision of positive guidance.
4. Establishment of positive and productive relationships with families.
5. Ensuring a well-run, purposeful program responsive to participant's needs.
6. Maintenance of a commitment to professionalism

Each competency goal is an integral part of the School Age Certification Training Program.

The School Age Certification Training Program is a 120 hour program which includes the required training for entry level workers leading to the Florida Department of Education School Age Professional Certificate (SAPC). The program is divided into two 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 SCHOOL AGE PROFESSIONAL CERTIFICATE (SAPC)**

Students who participate in the School Age Certification Training Program should complete all of the following and obtain signature of instructor upon completion of each requirement:

1. **OCP A (40 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); and School Age Appropriate Practices (10 hours).

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 based 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 >.

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.

NOTE:

If you have already completed the DCF mandated training, you may receive credit for those hours if you provide appropriate documentation to your instructor.

Signature of Instructor

Date

2. **OCP B** is an additional 80 hours of school age curriculum which includes completion of a Professional Resource File, a Portfolio, a documented observation by a qualified observer, and demonstration of competency in the six school age content areas.

* **Completion of Professional Resource File (including autobiography, statements of competence, and resource collection).**

Signature of Instructor

Date

* **Completion of Portfolio**

Signature of Instructor

Date

* **Documented observation by a qualified observer. (Observation must be Within a school age setting while student is working as the lead teacher)**

Signature of Instructor

Date

* **Demonstration of competency in the six school age competency areas.**

Signature of Instructor

Date

3. **Earn a high school diploma or GED.**

Signature of Instructor

Date

4. **Documentation of 480 hours of working with children in a school age setting**
*****(80 hours must be completed while attending the School Age Certification Training program). Attach practical experience summary document for each experience.**

Signature of Instructor

Date

4. **Document age – 18 years or above.**

Signature of Instructor

Date

5. **Submit a completed SAPC application and this checklist to School Age Certification Training program instructor.**

Signature of Instructor

Date

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