

# Educator Academy Enrollment Guidance

VPK FAST Star Early Literacy assessments must be administered by a qualified test administrator. Qualified test administrators must be employed by a public or private VPK provider and:

- Complete the annual VPK FAST Star Early Literacy Test Administrators course on Educator Academy.
- Complete the Test Administration and Security Agreement.
- Complete the Test Administrator Prohibited Activities Agreement.
- Submit proof of training and both signed agreements to the Early Learning Coalition, with your VPK director's help, via the Early Learning Provider Services Portal.

## Educator Academy

Annual training and agreements are accessed through Educator Academy. If you already have an Educator Academy account, click [https://vpkflorida.northpass.com/auth/auth\\_url\\_email/login](https://vpkflorida.northpass.com/auth/auth_url_email/login) to login. To create an account in Educator Academy, follow the instructions below. If you want Educator Academy courses to be reflected on your DCF Child Care Training Transcript, your Educator Academy information must match your DCF Child Care Training profile exactly.

1. Click [https://vpkflorida.northpass.com/auth/auth\\_url\\_email/login](https://vpkflorida.northpass.com/auth/auth_url_email/login).
2. Enter your First Name, Last Name, and Email Address as they appear in your DCF profile and click Enter.
3. **(First-Time Users only)** Enter your DCF Student ID as it appears in your DCF profile, select the ELC location that serves your VPK program, and click Enter Academy.

You can update your existing profile at any time by clicking on your initials in the top right corner of the homepage and selecting Profile.

## VPK FAST Star Early Literacy Test Administrator Course

Complete the **required** course, **VPK FAST Star Early Literacy Test Administrators**. This course is available in English and Spanish; either version is acceptable. You may notice an alert that states "In order to complete the course, score 100%". Disregard this alert. **There is no test associated with the course.**

After you complete the course, a certificate will be emailed to you. You can also access your certificate through your Educator Academy transcript. The certificate may have language that states it "Expires Never." Disregard this language. **Your certificate(s) will expire June 30<sup>th</sup>, 2027.**

Completed courses will show up on your DCF transcript within two weeks **if** your Educator Academy profile information matches your DCF Child Care Training Profile exactly. Note that Educator Academy courses do not count for in-service hours or CEUs.

*Recommendation: VPK FAST Star Early Literacy Screening Data and Reports and VPK FAST Star Early Literacy Planning Targeted Instruction are not required, but highly recommended by DEL.*