

Educator Academy Enrollment Guidance

VPK programs are required to have a qualified test administrator prior to administering the assessment to students.

To be qualified as a test administrator, an individual must be employed by a private VPK provider or school district, including charter schools and **annually** complete professional learning designed to ensure the proper administration of the progress monitoring. Course certificates will be emailed to you upon completion of each course (and may also be printed from your Educator Academy transcript).

VPK FAST Training Requirements for Test Administrators

1. Complete the **required** course: VPK FAST Star Early Literacy Test Administrators (Available in English or Spanish).
2. Submit **required** documentation (VPK FAST Star Early Literacy Test Administrators certificate of completion **or** DCF Training Transcript **and** signed copies of the Test Administration and Security Agreement **and** Test Administrator Prohibited Activities Agreement) to your VPK Program Administrator or director to upload via the Early Learning Provider Services Portal.

The Division of Early Learning highly recommends that VPK Program administrators, teachers, staff, and test administrators complete these courses to support better implementation:

- VPK FAST Star Early Literacy Screening Data and Reports
- VPK FAST Star Early Literacy Planning Targeted Instruction

Accessing VPK FAST Courses

Follow these instructions carefully to create an account and access courses. Users that want courses to reflect under the Imported Courses on the Department of Children and Families (DCF) Child Care Training Transcripts must provide accurate information in steps 2-5 below.

1. [Complete the two-part Sign-Up form.](#)
2. In the First and Last Name fields, enter your name [as it appears in your DCF profile.](#)
3. In the Email field, enter the email address [used to login to your DCF profile.](#) Click Enter.
4. In the Early Learning Coalition (ELC) Location field, [select the ELC that serves your VPK program.](#)
5. In the DCF Student ID field, enter your DCF Student ID [as it appears in your DCF profile.](#)
6. Click Sign Up.
7. You will be directed to the Home page of Educator Academy to access your courses.

Educator Academy course records are received every Monday and sent to DCF. DCF imports are not automatic, and processing takes up to two weeks. Note, courses will not have associated in-service hours or CEUs.

If needed, you can update your profile in Educator Academy by following [these steps in the Educator Academy platform](#). **Do NOT contact the DCF Child Care Training Information Center.**

Important Course Notes:

- *Throughout your learning, you may notice an alert that states “In order to complete the course, score 100%”. Please disregard this alert.*
- *When viewing certificate details, you may see language that states “Expires Never”. Please disregard this language. Your certificate(s) will expire June 30th, 2026.*