



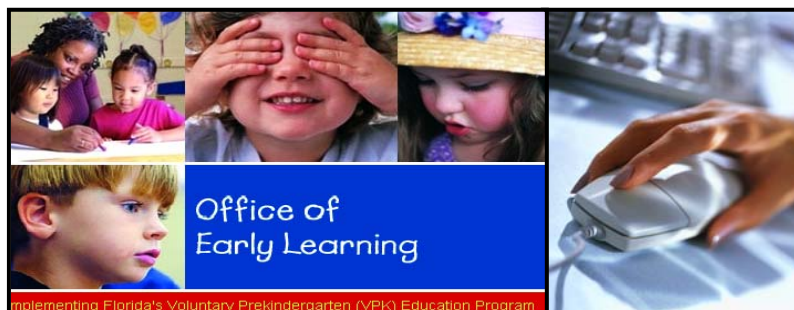
Florida Department of Children and Families
and the
Florida Department of Education
Office of Early Learning
Voluntary Prekindergarten (VPK) Education Program



are pleased to introduce the

Training Management System DOE-Approved Training Certificate of Completion Update Process

Now Available!



What is the Training Management System DOE-Approved Training Certificate of Completion Update Process?

- This process, which was developed in collaboration with the Florida Department of Children and Families (DCF), will allow a child care provider/VPK participant the opportunity to update his/her DCF child care training transcript with all DOE-approved Instructor-Led training initiatives completed during the period of October 15, 2005 through March 24, 2009*.

What should a participant do to get a DOE-Approved Training Certificate of Completion updated on his/her DCF's Child Care Training transcript?

- Mail, scan and email, or fax (where available) the applicable certificates, with the appropriate [cover page](#), to their local VPK Regional Facilitator using the contact information listed below:

Kerry Allen, VPK Regional Facilitator, South Region
Kallen@elcmdm.org
2555 Ponce de Leon Blvd., 5th Floor
Coral Gables, Florida 33134
FAX # 305-447-1608

**DOE-approved Instructor-Led training initiatives completed on or after March 25, 2009, are automatically updated on the DCF's Child Care Training Transcript.*