

## CHANGES TO CLASS REGISTRATION APPLICATION – INSTRUCTORS (FORM AWI-VPK-11A) LEAD, ASSISTANT, AND SUBSTITUTE INSTRUCTORS

The PROVIDER agrees that it shall follow all of the requirements of law when notifying the COALITION of any changes in Lead instructors, Assistant Instructors, and Substitutes. In order to ensure program continuation and ensure best practices, the PROVIDER may comply with the requirements of law by following the instructions on this form.

### CLASSROOM LEAD INSTRUCTOR CHANGE

To ensure best practice, notification of change to the Classroom Lead Instructor must be submitted to Family Central within 14 calendar days after the submitted information changes. To determine if the Classroom Lead Instructor is eligible to teach VPK, please see the directions below:

Class(es): \_\_\_\_\_  
 New Lead Instructor's Name: \_\_\_\_\_ SS# or Student ID# (needed to check transcript in DCF) \_\_\_\_\_  
 Projected Start Date: \_\_\_\_\_ Old Lead Instructor's Name: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_  
 Reason for Change: \_\_\_\_\_

For best practices and to ensure your Provider file remains in compliance, the Provider is requested to submit a new *Classroom Registration Application – Instructors (Form AWI-VPK-11A)* and follow these instructions:

- Check off the box for *Updated Application* in the upper right hand corner of the *Form AWI-VPK 11A* and enter the date the form is submitted.
- Complete the information about the provider and for the new Classroom Lead Instructor and complete items 11 – 14.
- Attach all necessary educational credential information including proof of required educational credential, five hour literacy training, and Level 2 Background Screening (FBI, FDLE, Local Criminal, and Attestation of Good Moral Character). *Note:* If a VPK staff person has taken literacy training after November 2005, the training must be the VPK literacy training. Family Central will review the information and contact you by phone and/or in writing after determining eligibility of the Classroom Instructor.

### CLASSROOM ASSISTANT INSTRUCTOR CHANGE

To ensure best practice, notification of any change to the Classroom Assistant Instructor must be submitted to Family Central within 14 calendar days of the change. To determine if the Classroom Assistant Instructor is eligible to assist in a VPK classroom, please see the directions below:

Class(es) \_\_\_\_\_  Add Assistant Instructor  Change Assistant Instructor  
 New Assistant Instructor's Name: \_\_\_\_\_ SS# or Student ID# (needed to check transcript in DCF) \_\_\_\_\_  
 Projected Start Date: \_\_\_\_\_ Old Assistant Instructor's Name: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_  
 Reason for Change: \_\_\_\_\_

For best practices and to ensure your Provider file remains in compliance, the Provider is requested to submit a new *Classroom Registration Application – Instructors (Form AWI-VPK 11A)* and follow these instructions:

- Check off the box for *Updated Application* in the upper right hand corner of the *Form AWI-VPK 11A* and enter the date the form is submitted.
- Complete the information about the provider and for the new Classroom Assistant Instructor and complete items 11 – 14.
- Attach the Level 2 Background Screening documents (FBI, FDLE, Local Criminal, and Affidavit of Good Moral Character). Family Central will review the information and contact you by phone and/or in writing after determining eligibility of the Classroom Assistant Instructor.

### SUBSTITUTE INSTRUCTOR ADDITION

To ensure best practice, notification of any change to the Substitute Instructor must be submitted to Family Central within 14 calendar days of the change. To determine if the Substitute Instructor is eligible to work in a VPK classroom, please see the directions below:

Substitute Instructor's Name: \_\_\_\_\_ SS# or Student ID# (if Lead Teacher): \_\_\_\_\_

For best practices and to ensure your Provider file remains in compliance, the Provider is requested to submit a new *Classroom Registration Application – Instructors (Form AWI-VPK 11A)* and follow these instructions:

- Check off the box for *Updated Application* in the upper right hand corner of the *Form AWI-VPK 11A* and enter the date the form is submitted.
- Complete the information about the provider and for the new Substitute Instructor and complete items 11 – 14.
- Attach the Level 2 Background Screening documents (FBI, FDLE, Local Criminal, and Attestation of Good Moral Character). If the Substitute Instructor will act as a Lead Instructor, please attach proof of required educational credential. Family Central will review the information and contact you by phone and/or in writing after determining eligibility of the Substitute Instructor.

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition, in writing, within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK program if the changes are implemented before the coalition approves of the changes.

Provider Name: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Address: \_\_\_\_\_

Director/Owner Printed Name: \_\_\_\_\_ Director/Owner Signature: \_\_\_\_\_

FCI/VPK use only:  
Lead Instructor Change

APPROVED by: \_\_\_\_\_  
 NOT APPROVED by: \_\_\_\_\_  
 Effective date: \_\_\_\_\_

FCI/VPK use only:  
Assistant Instructor Change

APPROVED by: \_\_\_\_\_  
 NOT APPROVED by: \_\_\_\_\_  
 Effective date: \_\_\_\_\_

FCI/VPK use only:  
Substitute Instructor Change

APPROVED by: \_\_\_\_\_  
 NOT APPROVED by: \_\_\_\_\_  
 Effective date: \_\_\_\_\_