



VPK PROVIDER CHECKLIST FOR APPLICATION CHANGES

VPK policy states that a provider **MUST** submit updated information to the Coalition in writing **within 14 days** of a change using forms OEL-VPK-10, OEL-VPK-11A and 11B, Form VPK 16. A provider is liable for enforcement if the changes are implemented *BEFORE* the Coalition approves the changes.

CHANGE FORMS REQUIRED:

1. ELCHC-VPK Form16 – use in conjunction with any of the forms listed below:
2. OEL-VPK10 – Director, Gold Seal, or Non-Gold Seal changes
3. OEL-VPK 11A – Staff, Curriculum, or Class Calendar changes
4. OEL-VPK 11B – Start Date, End Date, Instructional and Non-Instructional Dates; adding new classrooms, or changes of Instructional Hours

REQUIRED DOCUMENTATION FOR VPK DIRECTOR CHANGES:

Copy of current DCF Transcript verifying DIRECTOR CREDENTIAL
 Copy of current Level 2 Background Screening Results-FDLE/FBI (*within the last 5 years*)
 Copy of Affidavit of Good Moral Character (*July 2014, 2-page, notarized*)

REQUIRED DOCUMENTATION FOR VPK LEAD INSTRUCTOR, AIDE, OR SUBSTITUTE CHANGES:

Copy of current DCF Transcript verifying STAFF CREDENTIAL
 Copy of current Level 2 Background Screening Results-FDLE/FBI (*within the last 5 years*)
 Copy of Affidavit of Good Moral Character (*July 2014, 2-page, notarized*)

REMEMBER TO:

Manually sign and date ALL forms before submitting.

Mail provider changes and all supporting documentation to:

**Early Childhood School Readiness Programs
9325 Bay Plaza Blvd., Suite 210, Tampa, FL 33619
FAX: (813) 740-4723**

Faxes ARE accepted, however, they are sometimes not legible;

therefore, hard copies should also be mailed.

DO NOT submit documents that have been altered (*white-out, scratch-out, etc.*)

DO NOT ATTACH COPIES OF:

Director Credential or FCCP/NECC certificates, 40 Clock Hour course certificates, college transcripts, DCF Licensing Inspections, First Aid/CPR certificates, etc.

