

# VPK School Year Staff Requirements

## VPK Director

### Qualifications & Supporting Documents:

- A current [Clearinghouse Background Screening](#) with an “Eligible” status for the DCF General and Child Care items.
- An [Affidavit or Attestation of Good Moral Character Form](#) with all required fields completed.
- One of the following credentials:
  - A current [VPK-Endorsed Director Credential](#) proven through a DCF transcript.
  - A valid Educational Leadership Certificate issued by the Florida Department of Education.

General Responsibility: The VPK director oversees VPK administration and instruction. They must be onsite for the majority (at least 51%) of the VPK program. *You must have a qualified VPK director to start your VPK program (you cannot have more than one VPK director).* If you lose your VPK Director or if there is a lapse in credential after the program begins, notify ELCAC to receive guidance on submitting a replacement or obtaining a provisional status. *The VPK director can also fulfill one of the other VPK roles such as lead teacher, aide, or substitute.*

## VPK Lead Teacher

### Qualifications & Supporting Documents:

- A current [Clearinghouse Background Screening](#) with an “Eligible” status for the DCF General and Child Care items.
- An [Affidavit or Attestation of Good Moral Character Form](#) with all required fields completed.
- Completion of the DCF standards course called “Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten (VFSP or SPC3TK).” This must appear on a DCF transcript.
- Completion of 3 approved 5-hour emergency literacy courses (or 1 of the approved 20-hour courses) from the “VPK Lead Teacher Emergent Literacy Requirement DEL Flyer.” **There are only 3 emergent literacy courses from this flyer that are fully online: Emergent Literacy for VPK Instructors (VPK21), Language and Vocabulary in the VPK Classroom (LVPK21) and Building a Strong Foundation for Emergent Literacy (VIEL).** The other options require in-person and virtual instructor-led components which take longer to complete. Once the emergent literacy requirement is met, the EMERGENT LITERACY REQUIREMENT section at the bottom of the DCF transcript will indicate “Yes” with an effective and expiration date.
- A current [Staff Credential](#) specified as FCCPC, NECC, or [Formal Education](#) on a DCF transcript.

General Responsibility: The VPK lead teacher conducts VPK instruction based on [Florida Standards](#) and an age-appropriate curriculum to prepare 4- and 5-year-old children for Kindergarten. *Each VPK classroom must have at least one qualified VPK lead teacher.*

## VPK Aide (also known as an “assistant teacher”)

### Qualifications & Supporting Documents:

- A current [Clearinghouse Background Screening](#) with an “Eligible” status for the DCF General and Child Care items.

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- An [Affidavit or Attestation of Good Moral Character Form](#) with all required fields completed.
- No credentials are required for an aide.

General Responsibility: The VPK aide supports the VPK lead teacher in the VPK classroom during the entire instructional period (they are NOT a floater or a substitute). *A VPK aide is optional, but one benefit includes an increase in the number of students allowed in the VPK classroom (refer to the section below named “VPK School Year Ratio” for more details).*

## **VPK Substitute**

Qualifications & Supporting Documents:

- A current [Clearinghouse Background Screening](#) with an “Eligible” status for the DCF General and Child Care items.
- An [Affidavit or Attestation of Good Moral Character Form](#) with all required fields completed.
- *One* of the following credentials:
  - Completion of the 40-hour Introductory Child Care Training courses (or 30-hour Family Child Care Home Training course only if the VPK program is being offered at a family home) proven through a DCF transcript.
  - A current [Staff Credential](#) specified as FCCPC, NECC, or [Formal Education](#) proven through a DCF transcript.

General Responsibility: A VPK substitute can assume the lead or aide role for less than 30% of the entire 540-hour program (when the lead/aide is not on the premises). You should *assign at least one qualified substitute to your VPK school year program to remain in compliance when the lead or aide is absent*. You cannot use a substitute that is not approved in your VPK Application. If you have a substitute that does not have one of the above credentials, that is considered a “substitute assistant” which can only assume the VPK aide role (they would not qualify to substitute for the VPK lead teacher).

**VPK School Year Ratio:** If there is one lead teacher in a VPK school year classroom, the highest acceptable teacher-to-child ratio is 1:11 (this includes non-VPK students in the classroom and is limited to the room capacity). If there is one lead teacher with an aide or two lead teachers in a VPK school year classroom, the highest acceptable teacher-to-child ratio is 2:20 (this includes non-VPK students in the classroom and is limited to the room capacity).

## **Additional Resources**

- DCF Child Care Training Information Center: 1-888-352-2842
- [DEL Professional Development & Training Information Page](#)