

I. To register for classes (VPK Education Standards, Integrating the Standards and/or Emergent Literacy for the VPK Classroom):

- Go to www.myflorida.com/childcare
- On the left hand side, go to Training Information and then course registration.
- Click on Instructor-led courses.
- Enter your last name/DCF ID # or Social Security #.
- Review the demographic information and complete the survey at the bottom, hit continue.
- Put in the reference # (if you know it) and click find **or**:
- Use the drop down boxes (choose the quarter of training, the county, and VPK Training Providers-as the provider).
- Wait a minute and the course will appear at the bottom of the screen.
- Put a check mark in the box to the left of the training you wish to attend.
- Click register at the bottom of the screen (you should see a green check mark appear to confirm your registration).
- Follow the instructions for payment as required.

II. Check to see that you are registered and paid, as required, for the course by:

- Go to the website above
- Click on View Transcript on the left
- Put in your name and ID as requested
- Review demographic information and complete survey.
- When the transcript comes up, choose the box, "View Scheduled Courses"
- Print the course details to the left of the course and bring it with you to the training session. This will show your registration and required payment.

III. To cancel your registration or obtain your transcript/certificate/CEUs:

- Go to the DCF website listed above.
- Click on "view transcript" on the left hand side.
- Enter your last name/DCF ID # or Social Security #.
- Review the demographic information and complete the survey at the bottom, hit continue.
- **To CANCEL:** Click on the box "view scheduled courses". The course(s) you have registered for will show up. Click unregister under the 'action column'.
- **To obtain your certificate/cues:** Scroll down and find the course(s) you have completed. Click on print next to the course to get your certificate, if it is available. Click on "print this transcript" on the bottom of the form to get a copy. CEUs will appear on the transcript and certificate, if available.

If you have any questions or need assistance, please contact Mary Ann Goodrich, the VPK Regional Facilitator for the West Central region at 727-549-6516.