FLORIDA DEPARTMENT OF EDUCATION

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Program Guidelines

School Age Certification Training

Career Certificate Program (V200310)

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I. Introduction

The School Age Professional Certificate program (V200310) provides the knowledge and skills necessary for employment in the child care industry. Students who complete occupational completion point (OCP) A of the program and pass the required exams, will have completed the Department of Children and Families' (DCF) mandated 40-hour Introductory Child Care Training.

Students who complete the entire program and meet all other requirements as outlined in the Requirement Checklist for Students can be awarded the School Age Professional Certificate (SAPC). The SAPC is a school-age specialization approved by the DCF as meeting the Staff Credential requirement. Per Section (s.) 402.305(3), Florida Statutes (F.S.) licensed child care facilities must have one credentialed staff member for every 20 children.

II. Program Structure

The Florida Department of Education (FDOE) SAPC is based upon the six content areas listed below. They are an integral part of the School Age Certification Training.

1. Establish and maintain a safe and healthy learning environment.
2. Advancement of physical and intellectual competence.
3. Support of social and emotional development and provision of positive guidance.
4. Establishment of positive and productive relationships with families.
5. Ensuring a well-run, purposeful program responsive to participant's needs.
6. Maintenance of a commitment to professionalism.

The program is divided into two (2) occupational completion points (OCPs), which represent occupations within the child care industry. It is comprised of 120 hours of classroom instruction, which includes the DCF mandated 40-hour Introductory Child Care Training, and 480 hours of direct work experience with school age children (five (5) years old and up). **Eighty (80) of those hours must be earned while enrolled in the program**.

OCP	Course Number	Course Title	Length	SOC Code
A	HEV0112	Child Care Worker-School Age	40 hours	
		This course includes the DCF 40-hour Introductory Child Care Training. Students must pass all competency exams in the DCF training. 65C-22.003(2)(a) and 65C-22.008(4)(c) Florida Administrative Code (F.A.C.) requires "successful completion of the 40-hour training as evidenced by passage of competency based examinations with a score of seventy (70) or better." Students who pass the exams will be able to download official certificates and a transcript from the DCF web site https://training01-dcf.myflorida.com/studentsite/admin/signin. Arrangements for student testing and teacher proctoring should be coordinated through the local DCF Child Care Training Coordinating Agency. Therefore, it is mandatory for students to take the required exams at the appointed time and place, arranged by the classroom instructor and the local DCF Child Care Training Coordinating Agency.		
		Note: If students have completed the mandated training hours, they may be given credit for those hours if they provide appropriate documentation. Instructors must ensure that students have taken the 10-hour School Age Appropriate Practices course.		
B	HEV0190	School Age Care Professional	80 hours	
		This course requires an additional 80 hours of school age curriculum, which includes completion of a resource file, a portfolio, a documented observation by a qualified observer, and demonstration of competency in the six school age content areas.		
Total Clock Hours:			**120 hours**	

III. Program Implementation

A. *School Districts*

Regulatory Compliance

- Programs **must be approved** by the local DCF Child Care Training Coordinating Agency to offer the DCF 40-hour Introductory Child Care Training.

- Instructors **must meet the trainer requirements** established by DCF (Chapter 65C-22.003(5), F.A.C. found in the [School-Age Childcare Facility Handbook](#) to teach the DCF Introductory Child Care Training. Requirements and guidelines can be obtained through the local DCF Child Care Training Coordinating Agency, www.myflfamilies.com/service-programs/child-care/.

- Programs **are required** to use DCF materials and will be subject to monitoring by local DCF Child Care Training Coordinating Agencies.

Teacher Certification

- School districts should ensure that instructors hold the appropriate teacher certification as specified in the curriculum framework **and** meet the DCF trainer requirements. See section B, "Instructors", for more information.

SAPC Issuance and Record Maintenance

- Once a student has completed the **SAPC Requirement Checklist for Students (Career Certificate Program)**, he must present it to the instructor along with the **Application for SAPC** and all supporting documentation for review.

  o Districts/schools are responsible for maintaining files of the supporting documents to the training requirement's checklist (i.e., portfolio, professional resource file, etc.).

- Students who have successfully met **all** requirements must be presented with the SAPC. It is recommended that the SAPC be printed on quality paper.

- Districts/schools should document the issuing of the SAPC by numbering each certificate and by keeping copies of them in a secure location. The numbering system for the certificates is determined locally. Access to certificates should be limited to school/district personnel only.

Staff Credential Submission

- After a student has been awarded the SAPC, he/she is eligible to receive the DCF Staff Credential. The tool used to process students for the credential is the FDOE Child Care Certificate Recipient Database. For instructions on FDOE Single Sign-On (SSO) please visit the following link https://www.fldoe.org/core/fileparse.php/5652/urlt/SSO-PPT.pdf.

- Designated district personnel **must contact** NinaFe Awong (ninafe.awong@fldoe.org) to gain access to the database.

- The FDOE Child Care Certificate Recipient Database Online Submission requires specific student information to be submitted to the FDOE. Given all information is valid, the FDOE will approve the entries submitted and DCF will be notified that those entries are ready to be processed for the Staff Credential.

- The standard processing time for the Staff Credential is two (2) weeks from the date an entry is submitted to the online database. Thereafter, students can print a hard copy of the Staff Credential directly from their DCF online training transcript. The DCF Child Care Regulation and Background Screening Office will only issue a Staff Credential, CF- FSP Form 5206, through a student's DCF online training transcript.

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B. Instructors

DCF Trainer Requirements

Before teaching the DCF mandated training, instructors must:

1. **Review training/trainer requirements** as outlined in 65C-22.003 and 65C-22.008(4) F.A.C. (Information can be viewed at School-Age Child Care Facility Handbook)

2. **Meet with local Child Care Training Coordinating Agency** (contracted with the DCF); the Training Coordinators list may be viewed at https://www.myflfamilies.com/services/child-family/child-care/child-care-providers-and-staff/child-care-contacts.

3. **Complete the six-hour Train-The-Trainer course** and must meet additional qualifications outlined in 65C-22.003(5) F.A.C.

4. **Be a qualified observer to validate students' 480 hours of direct work with children and conduct at least one formal observation of the student.** The observations must occur in a school age setting. The observer must meet the following qualifications and be able to document that a person is competent in the six school age content areas.

    a. Minimum of a Bachelor's degree in Early Childhood Education/Child Development, Elementary Education, or Family and Consumer Sciences (formerly Home Economics).
                                OR
    b. Bachelor's degree with a teaching certificate and employed by a school district in the State of Florida to teach the School Age Certification Training program.
                                AND
    c. Knowledgeable about Florida School Age Child Care Regulations and National Afterschool Association (NAA) standards and policies for School Age Services (http://www.naaweb.org/).

Instruction

- Instruction for the DCF courses should be **instructor-based.** It is recommended that the online DCF training courses be used as a **supplement** to instructor-based instruction, if needed.

Verification of Student Completion

- Instructors should provide students with copies of the SAPC Requirement Checklist for Students, Practical Experience Summary Documentation form-SAPC, and the Application for SAPC (see examples on pages 11-16).

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These documents can be found on the FDOE website at: http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/edu-training.stml.

- Instructors should verify student completion of **all** of the SAPC requirements and sign/date the student's requirement checklist as items are completed. At program completion, the student should submit a completed requirements checklist along with Application for SAPC and all supporting documentation to the instructor.

C. *Students*

SAPC Requirements

- The 40-hour Introductory Child Care Training is covered in the first course of this program and consists of the training modules listed below.

Child Care Facility Rules and Regulations	6 hours
Health, Safety, and Nutrition	8 hours
Identifying and Reporting Child Abuse and Neglect	4 hours
School Age Appropriate Practices	10 hours
Path 1 *OR* (see standards 06.0 and 07.0 in the curriculum framework)	
Standards for Quality Afterschool Programs	8 hours
Quality Self-Assessment and Improvement for Afterschool Programs	4 hours
Path 2 (see standards 06.0 and 07.0 in the curriculum framework)	
Child Growth and Development	6 hours
Behavioral Observation and Screening	6 hours
Total	**40 hours**

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Provided below are all the requirements students must meet **before** the SAPC can be issued**:**

1. Complete and pass all courses of the School Age Certification Training Program

   HEV00112 *(includes DCF 40-hour introductory training coursework)*

   HEV0190

2. Pass all required DCF competency exams:

   a. Child Care Facility Rules and Regulations

   b. Health, Safety, and Nutrition

   c. Identifying and Reporting Child Abuse and Neglect

   d. School Age Appropriate Practices

   Path 1   OR   (*see standards 06.0 and 07.0 in curriculum frameworks*)
   d. Standards for Quality Afterschool Programs

   e. Quality Self-Assessment and Improvement for Afterschool Programs

   Path 2   (*see standards 08.0 and 09.0 in curriculum frameworks*)
   e. Child Growth and Development

   f. Behavioral Observation and Screening

3. Completion of a portfolio.
   (Includes autobiographical statement, description of school age program, and written entries for functional areas; see standard 22.0 in curriculum frameworks).

4. Completion of a professional resource file.
   (Must include items listed in standard 23.0 in curriculum framework.)

5. Documentation of 480 hours of direct work with children in a school age setting.
   *(**80 of those hours must be completed while enrolled in the School Age Certification Training Program;** attach Practical Experience Summary Documentation Form for each experience.)*

6. Documented observation by a qualified observer.
   (Observation must be within a school age setting while student is working as the lead teacher.)

7. Demonstration of competency in the six child care content areas.

8. Earn a high school diploma or GED *(**NOTE – A Certificate of Completion is not a diploma).**

9. Provide documentation verifying 18 years of age or older.

10. Submit a completed Application for SAPC and SAPC Requirement Checklist for Students Career Certificate Program to the program instructor.

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APPLICATION FOR SCHOOL AGE PROFESSIONAL CERTIFICATE (SAPC)

Completed requirement checklist and all required documentation must be submitted with this application

SECTION A *(to be completed by applicant)*

Department of Children & Families I.D. #: _____

Name: _____
          First   Middle   Last

Address: _____

_____

Telephone (H): _____

Telephone (Work or Cell): _____

Birth Date: _____

(= voluntary information)*

*Race: White ____   Black ____   Asian ____ American Native ____ Hawaiian Pacific Islander ____

*Ethnicity: Hispanic ____ Non-Hispanic ____

*Gender: Female ____ Male ____

Employer (if applicable): _____

Position: _____

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SECTION B - Education Summary *(to be completed by school)*

Name of School/Address: _____

School Address: _____

Program Successfully Completed   **Program Number**   **Date Completed**

- School Age Certification Training
  (Career Certificate Program)   V200310   _____

PRACTICAL EXPERIENCE
SUMMARY DOCUMENTATION FORM- SAPC

Directions: Submit one document for **each** school/ facility where direct work experience took place. All documents must be submitted with SAPC Requirement Checklist for Students and the Application for SAPC.

I have worked directly with school-age children in the following capacity:

Student Name: _____

Name of Center/Facility: _____

Center/Facility Address: _____

Center/Facility Phone number: _____

Number of Hours:_____ **Dates:** From_____To _____

Center Director: _____

Print name

Signature of School/Facility Director: _____

I certify that I have completed the above experiential hours with children five years of age or older.

_____

Student Signature   **Date**

SAPC Requirement Checklist for Students (Career Certificate Program)

The School Age Certification Training program (V200310) provides the knowledge and skills necessary for employment in the child care industry. Students who complete the entire program and meet all other requirements as outlined in this checklist can be awarded the School Age Professional Certificate (SAPC). The SAPC is a school-age specialization approved by the DCF as meeting the Staff Credential requirement (402.305(3), F.S.). Students seeking to obtain the SAPC should complete the checklist below and obtain the instructor's signature upon completion of each requirement.

Student Name: _____   **DCF ID Number:** _____

Requirement	Instructor Signature	Date Completed
11. Complete School Age Certification Training Program		
Course 1 *(includes DCF 40-hour introductory training coursework)*		
Course 2		
12. DCF Competency Exam Completion *(attach DCF Child Care Training Transcript):*		
a. Child Care Facility Rules and Regulations (6 hours)		
b. Health, Safety, and Nutrition (8 hours)		
c. Identifying and Reporting Child Abuse and Neglect (4 hours)		
d. School-Age Appropriate Practices (10 hours)		
Path 1 OR		

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Requirement	Instructor Signature	Date Completed
e. Standards for Quality Afterschool Programs (8 hours)		
f. Quality Self-Assessment and Improvement for Afterschool Programs (4 hours)		
Path 2		
g. Child Growth and Development (6 hours)		
h. Behavioral Observation and Screening (6 hours)		
13. Completion of a portfolio *(includes autobiographical statement, description of school age program, and written entries for functional areas; see standard 22.0 in curriculum framework)*		
14. Completion of a professional resource file *(must include items listed in standard 23.0 in curriculum framework)*		
15. Documentation of 480 hours of direct work with children in a school age setting *(*80 of those hours must be completed while enrolled in the program; attach Practical Experience Summary Documentation Form for each experience)*		
16. Documented observation by a qualified observer. *(observation must be within a school age setting while student is working as the lead teacher)*		
17. Demonstration of competency in the six child care content areas *(see SAPC Program Guidelines for content areas)*		
18. Earn a high school diploma or GED *(**NOTE – A Certificate of Completion is not a diploma)*		

Requirement	Instructor Signature	Date Completed
19. Documentation verifying 18 years of age or older		
20. Submit a completed Application for SAPC, a completed checklist, and all required supporting documentation to the program instructor		

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