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Division of Career and Adult Education



August 16, 2010

MEMORANDUM

TO: Career and Technical Education Directors
Technical Center Directors
Florida College Occupational Deans

FROM: Loretta Costin, Chancellor, Division of Career and Adult Education

SUBJECT: Early Childhood Professional Certificate (ECPC) Database

Students in the Early Childhood Education program, the School Age Certification Training program, and the Child Care Apprenticeship program are awarded certificates upon completion of the program and meeting all requirements:

- The Early Childhood Professional Certificate (ECPC),
- The School Age Professional Certificate (SAPC), and
- The Child Care Apprenticeship Certificate (CCAC).

Those certificates enable students to obtain a Staff Credential from the Department of Children and Families. Every licensed child care facility must have one member of its child care personnel present with a verified staff credential for every 20 children.

This is to inform you that effective August 12, 2010 there is a new procedure for submitting the names of students to Florida Department of Education (DOE) who have been awarded any of those certificates and whose names are then submitted to Florida Department of Children and Families (DCF) to obtain a Staff Credential. An online database has been created so that the entire procedure is electronic and data can be captured. This replaces the current practice of submitting a Record of Issuance form via e-mail or fax.

The link for the database is https://app1.fldoe.org/ECPC_Certificate/default.aspx

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The individuals in each school district who are responsible for submitting the names of certificate recipients will be notified via e-mail of their assigned user ID number and an initial password to access the database. After creating a unique password, those individuals will be able to enter student information into the database as needed. Detailed instructions for this procedure will be sent to those district users.

Once information is entered in the database, Beth Gladden, Program Specialist for the Education and Training cluster, will be notified electronically and will approve the submissions. The Florida Department of Children and Families credentialing unit will then be electronically notified of the submissions; they will access the database and will note the Staff Credential designation on students' online DCF transcripts. Students will be able to print out confirmation of their Staff Credential by accessing their online DCF transcript.

Please contact Beth Gladden at 850-245-9900 or Beth.Gladden@fldoe.org if you have questions or if you need additional information.

Thank you.

LC/bgj