CHILD CARE INFORMATION

Birth through Five Florida Child Care Professional Credential (FCCPC) Training Program and Renewal
65C-22.003(7)(a)2.c and 65C-20.013(5)(b)(1)(a), Florida Administrative Code

Notice!
As of June 30, 2005 all individuals working in a child care facility with an FCCPC or NECC must complete the renewal process every five (5) years to maintain an active credential. Additionally, after December 31, 2008, any individual with an expired FCCPC or NECC will not be eligible to be counted as a credentialed staff person for the purpose of meeting licensing standards.

Birth Through Five FCCPC Training Program and Requirements
Florida Child Care Professional Credential (FCCPC), pursuant to Section 402.305(3)(b), F.S., is a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)” and “School-Age (formerly the Florida School-Age Certification).”

Please select a county and press ENTER to view a list of DCF approved Birth Through Five FCCPC training program providers in the area specified. Note: Both online and statewide programs are displayed at the end of the search results for any county selected.

County:

Birth Through Five FCCPC Renewal Program and Application
The Birth Through Five FCCPC renewal program requires each individual holding a Birth Through Five FCCPC to complete specific renewal requirements every five (5) years relating to early childhood, child development, and the safety and care of young children.
Birth Through Five FCCPC renewal applications may be submitted no earlier than one (1) year prior to the expiration date of the active Birth through Five FCCPC certificate.
Please send copies of documentation, not originals. Documents will not be returned. For complete and specific requirements and timeframes for renewal, please refer to CF-FSP 5273 available for download below. Allow approximately two (2) to four (4) weeks for processing.

CF-FSP 5273 requires the following requirements supporting documentation:
1. Proof of an active Infant and Child First Aid and CPR Certificate based on date application is received,
2. Proof of one (1) of the following within the last five (5) years, based on date application is received:
   a. 4.5 Continuing Education Units (CEUs), in any birth through five curriculum area;
b. Three (3) college credits in any birth through five curriculum area;

c. 45 clock hours completed at a Florida Career Education Center (public vocational or technical school), Florida Community College, or an institution licensed by the Florida Commission for Independent Education in any birth through five curriculum area; or;

d. Any combination of a. - c. equaling 45 hours of professional education training.

3. Proof of 80 hours work experience as an employee or volunteer with children ages birth through five (5) in a child care or educational setting within last 12 months, based on date application is received,

4. Proof of individual membership in a national, state or local early childhood professional organization within last 12 months, based on date application is received,

5. A letter of recommendation regarding competency in working with young children provided by an Early Childhood Education Professional such as the Child Care Facility Director, Assistant Director, Observer, or Lead Teacher,

6. Copy of the Birth Through Five FCCPC certificate (formerly known as CDAE) that is being renewed. Through December 31, 2008, applicants may submit an inactive National Early Childhood certificate for renewal, and

7. Renewal fee of $25.00 in the form of a business check, cashier's check, or a money order payable to the State of Florida or the Department of Children and Families. **Personal checks will not be accepted and one check per applicant, please.**

Press the Download button to obtain a copy of the Birth through Five FCCPC Renewal Application, CF-FSP 5273, April 06.

*For more information, please refer to our Frequently Asked Questions link at the bottom of this page.*

**Renewal Procedures for Inactive Birth through Five FCCPC, Florida DOE Certificates and National Early Childhood Credential (NECC)**

As of June 30, 2005 all individuals working in a child care facility with a FCCPC or NECC must complete the renewal process every five (5) years to maintain an active credential, per 65C-22.003, F.A.C. To meet this new requirement, a grace period has been established through December 31, 2008 for those individuals that currently have an inactive FCCPC or NECC. During this grace period individuals may apply for a renewal regardless the date the FCCPC or NECC was issued. Additionally, after December 2008, any individual with an expired FCCPC or NECC will not be eligible to be recognized as a credentialed staff person for the purpose of meeting licensing standards.

**Florida FCCPC Certificates**

Child care staff with a FCCPC obtained on or before December 31, 2003, must submit a FCCPC Renewal Application, including all required documentation, to the Department of Children and Families Child Care Program Office by **December 31, 2008**. Individuals must then maintain an active FCCPC through the renewal process every five (5) years.

**Florida Department of Education Early Childhood Professional Certificate (ECPC) and Child Care Apprenticeship Certificate (CCAC) Renewal Application**

Child care staff with a Florida DOE certificates ECPC or CCAC obtained on or before December 31, 2003,
must submit a FLDOE renewal application, including all required documentation, to the Department of Children and Families Child Care Program Office by **December 31, 2008**. Individuals must then maintain an active FLDOE by going through the renewal process every five (5) years. (Future Link to FLDOE renewal info and application)

**NECC Certificates**
Child care staff with a NECC must contact the entity that issued the certificate and maintain an active NECC through their renewal process.

If you hold a **NECC** that was obtained on or before December 31, 2003, you may contact the credentialing body and review its waiver process. If you are unable to renew your NECC through this method, you must submit the Birth Through Five FCCPC Renewal Application and all required documentation to the Department of Children and Families Child Care Program Office by **December 31, 2008**. You must then maintain an active Birth Through Five FCCPC through the renewal process every five (5) years.

**VPK and the Birth Through Five FCCPC, NECC and FLDOE**
During the 2004 special session, the Florida Legislature passed the Voluntary Prekindergarten (VPK) bill, which requires each lead prekindergarten instructor to hold, at a minimum, a current Birth Through Five FCCPC or NECC. A provider may also meet this requirement by having an Associates degree or higher with specific educational requirements and work experience. A full explanation of requirements, contact information and frequently asked questions can be found by visiting the VPK Web site at [www.vpkflorida.com](http://www.vpkflorida.com).

If a Birth Through Five FCCPC is not renewed prior to its expiration date, the individual may submit a renewal application for up to three years after the expiration date. After July 1, 2006, any individual with an expired Birth Through Five FCCPC or NECC will **not** be eligible to be the lead teacher for the VPK classroom. Additionally, after December 2008, any individual with an expired Birth Through Five FCCPC or NECC will **not** be eligible to be recognized as a credentialed staff person for the purpose of meeting licensing standards.

**Click here to view Frequently Asked Questions**
**Click here to view Additional Resources, Flyers and Brochures**

For more information, please contact:
Child Care Training Information Center (CCTIC)
2807 Remington Green Circle
Tallahassee, FL 32308
Telephone: 1-888-FL-CCTIC (1-888-352-2842)
Email: Child Care Training Information Center (CCTIC)