

Registration Information VPK Trainings

To register for courses

(VPK Educational Standards, Integrating the Standards and/or Emergent Literacy for the VPK Classroom)

- 1 Go to www.myflorida.com/childcare
- 2 Choose the Training Requirements link
- 3 Click on Register for Courses, followed by Instructor-led Courses
- 4 Log in
- 5 Check your demographic information and complete the survey; click on continue
- 6 From the drop down menus, choose: the Training period, the County and the Training provider/location
- 7 For the Training provider/location choose VPK Training Providers
- 8 Scroll Down
- 9 Now choose the training you wish to attend; be sure to press the details buttons for location, date and time of the trainings
- 10 Place a check mark in the box to the left of the training
- 11 Scroll Down and click register
- 12 If the registration was successful you should see a green check mark that reads "Registration Successful"

To cancel your registration or obtain your certificate/transcript/CEUs

- 1 Go to www.myflorida.com/childcare
- 2 Choose the Training Requirements link
- 3 Under Register for Courses, choose the View My Transcript link
- 4 Log in
- 5 Check your demographic information and complete the survey; click on continue

To CANCEL your registration:

- 6 Click on View Scheduled Course(s)
- 7 The course(s) you are registered for will show up; click "unregister" under the action column

To obtain your certificate/transcript/CEUs:

- 6 Scroll down and find the course(s) you have completed
- 7 Click on "print" to get your certificate
- 8 Click on "print this transcript", at the bottom of the page, to get a copy
- 9 CEUs will be printed on both the certificate and transcript