



How to Earn Free Child Care Continuing Education Units (CEUs)

The Department of Children and Families (DCF) offers Continuing Education Units (CEUs) in both English and Spanish language for instructor-led and online child care training courses through the CCTA Training Portal at www.myflorida.com/childcare.

What is a Continuing Education Unit (CEU)?

A CEU is a standard unit of measure of coursework used for training, professional development, and credential purposes. A CEU is earned by completing an online CEU assessment. **A CEU assessment for a child care training course is NOT the child care competency exam offered in an instructor-led environment and required for compliance with the 40 hour child care training requirement for facilities and the 30 hour child care training requirement for family day care homes.** In addition, you cannot earn CEUs by successfully passing a child care competency exam.

How can you earn CEUs for a DCF child care training course?

The Department will issue CEUs for a training course if you complete the following three requirements:

1. Attend **100%** of the training course (online or instructor-led) prior to completing the assessment*,
2. Complete the evaluation/satisfaction survey for the training course, and
3. Pass the CEU assessment for the training course with a score of at least 80% or higher.

* *Course attendance must be completed prior to taking the CEU assessment. You will not earn CEUs if the CEU assessment is completed prior to the attendance requirement being met.*

Where can you find the CEU assessment?

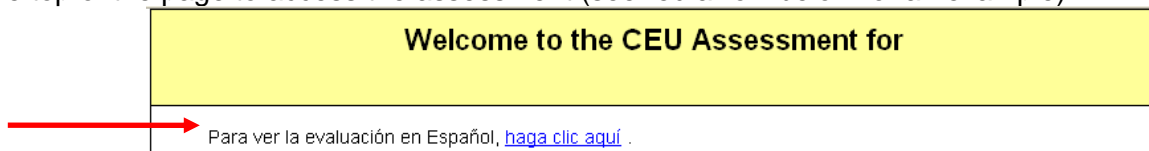
After you have completed an online or instructor-led child care training course, a “Go to Assessment” button** will appear in the “My CEUs Tab” next to the name of the training course. This button will be available for **60 days** from the time you complete the course.

(For example: If you complete your course on November 1 – the “Go to Assessment” button will be available until December 30.)

If you do not complete the assessment within the 60-day time period, you will lose the opportunity to earn CEUs for the course.

***The “Go to Assessment” button is available once your attendance is updated in the CCTA. If you do not see the button within 3 days of your course completion, please contact the Child Care Training Information Center at 1-888-352-2842.*

When you log into the CEU assessment from the CCTA Training Portal, you will see the following statement at the top of the page to access the assessment (see red arrow below for an example).



How many times can you attempt the CEU Assessment?

You will have three (3) opportunities to successfully pass the CEU assessment within the 60 day time period. Once a score of 80% is met, the CEUs will be issued. If you do not pass the CEU assessment after three (3) attempts, you will lose the opportunity to earn CEUs for the course.

Where will the CEUs be recorded?

The child care training transcript at www.myflorida.com/childcare will reflect CEUs earned for child care training courses.



Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency.