



BIRTH THROUGH FIVE
FLORIDA CHILD CARE PROFESSIONAL
CREDENTIAL (FCCPC)
RENEWAL APPLICATION

Official Use Only

Application:
Date processed:
Processed by:
Certificate:
Issued by:
Certificate #:

RENEWAL CANDIDATE INFORMATION (Please Print):

Social Security # *:
Last Name: First Name: Middle Initial:
Street Address: Apt. #:
City: State: Zip Code:
Home Phone: Work Phone: E-mail:

*Pursuant to 65C-22.003, Florida Administrative Code, the department is requesting your social security number(s), but you are not required to provide your social security number(s) under the law. However, providing your social security number(s) will assist the department in processing your application quickly and determining your eligibility faster and more accurately. Social security numbers are used by the department for identity verification only.

To maintain a Birth Through Five FCCPC, every five (5) years a candidate must complete the renewal application and submit to the department documentation of the following:

- 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. Processing 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.

ATTESTATION

I hereby attest that all information pertaining to this application is true, correct and complete. I understand if any of the information provided is found to be false, the verification will be rescinded.

Signature of Applicant

Date of Application

Submit application, a processing fee of \$25 and ALL required documentation to the address below. Please allow 4-6 weeks for processing.

Florida Department of Children and Families
Child Care Program Office - Credential Unit, B5-FCCPC Renewal
1317 Winewood Blvd., Bldg. 6, Room 389A
Tallahassee, Florida 32399-0700

If you have questions regarding the FCCPC or training issues, please visit http://www.myflorida.com/childcare and select "Training Requirements" or call 1-888-352-2842.