



2017-2018 VPK PAPERWORK CHECKLISTS

PROVIDER NAME: _____

- ___ Form OEL-VPK 10
- ___ Copy of current DCF license **OR**
- ___ Copy of current Accreditation Certificate **and** DCF Exemption Letter (if not licensed by DCF)
- ___ Copy of current Gold Seal Certificate (if applicable)

- ___ Copy of current Director Credential (**DCF transcript with VPK Exemption or VPK Endorsement, if issued after Jan. 1, 2007**)

- ___ Form OEL-VPK 11A
(all VPK staff credentials & background screenings must be included)
 - ___ Copy of background screening clearance (completed within the last five years, **must be through the Background Screening Clearinghouse**)
 - ___ Copy of Affidavit of Good Moral Character (completed with center name & notarized)
 - ___ VPK Standards (2011 version) for Lead Instructor (must show on transcript)
 - ___ Emergent Literacy for VPK Instructors for Lead Instructor (must show on transcript)

- ___ Form OEL-VPK 11B (must mark VPK non-instructional days on the form)

- ___ W-9

- ___ VPK Payment Information

- ___ VPK Calendar (2017-2018)

- ___ OEL-VPK 20 (signed)

- ___ OEL-VPK 20PP (Private Provider Attachment)

- ___ OEL-VPK 20PS (Public School Attachment)

- ___ Liability Insurance with Early Learning Coalition of Pasco and Hernando Counties, Inc. as additional insured and certificate holder

----- **NEW PROVIDERS ONLY** -----

- ___ Electronic Funds Transfer Form (attach copy of voided check)

All forms must be completed and free of erasures and/or corrections using white out to be accepted.