

Renaissance-U Enrollment Guidance

VPK programs are required to have a qualified test administrator prior to administering the assessment to students.

To be qualified as a test administrator, an individual must be employed by a private VPK provider or school district, including charter schools and **annually** complete professional learning designed to ensure the proper administration of the progress monitoring. Course certificates of completion are valid for one year from the date of completion.

VPK FAST Training Requirements for Test Administrators

1. Complete the **required** course: VPK FAST Star Early Literacy Test Administrators (Available in English or Spanish).
2. Submit **required** documentation (VPK FAST Star Early Literacy Test Administrators certificate of completion **or** DCF Training Transcript **and** signed copies of the Test Administration and Security Agreement **and** Test Administrator Prohibited Activities Agreement) to your VPK Program Administrator or director to upload via the Early Learning Provider Services Portal. Electronic signatures are not accepted.

The Division of Early Learning highly recommends that VPK Program administrators, teachers, staff, and test administrators complete these courses to support better implementation:

- VPK FAST Star Early Literacy Screening Data and Reports
- VPK FAST Star Early Literacy Planning Targeted Instruction

Accessing VPK FAST Courses

Existing Ren-U Users, follow these instructions to access courses.

1. To access Ren-U, login to the VPK Renaissance Testing Site or <https://www.renaissance-u.com/#/login> and enter the email address you used when registering and enter your password.
2. Once logged in, click this link <https://www.renaissance-u.com/?KeyName=VPKFLCSPM>.
3. A pop-up will appear on your screen and will display the Key Name as **VPKFLCSPM**. Click the blue **Launch** button.
4. Another pop-up will appear on your screen to confirm the new courses. Click the blue **Course** button. This will take you directly to the Courses page of Ren-U. The VPK FAST courses are listed under **Custom Recordings**.

New Ren-U Users, follow these instructions to create an account and access courses. Users that want courses to reflect under the Imported Courses on the Department of Children and Families (DCF) Child Care Training Transcripts must provide the information in steps 2-6 below.

1. Click this link <https://www.renaissance-u.com/?KeyName=VPKFLCSPM> and complete the Sign-Up form.
2. **In the First and Last Name fields, enter your name as it appears in your DCF profile.**
3. **In the Email field, enter the email address used to login to your DCF profile.**
4. **In the Early Learning Coalition (ELC) Location field, select the ELC that serves your VPK program.**
5. **In the DCF Student ID field, enter your DCF Student ID as it appears in your DCF profile.**
6. Verify all required fields have been completed according to the above registration instructions and click Sign Up.
7. You will be directed to the Ren-U Dashboard. Click on **Your Library** to access the courses.

Ren-U course records are received every Monday and sent to DCF. DCF imports are not automatic, and processing takes up to two weeks. Note, courses will not have associated in-service hours or CEUs.

Update your Ren-U Profile by providing the required information. A Renaissance representative will update your Ren-U Profile and will send email confirmation once complete. ***Do NOT contact the DCF Child Care Training Information Center.***