FLORIDA DEPARTMENT OF
EDUCATION
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Program

Guidelines

Secondary

School Age Certification Training

(8500160)

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS
Education & Training

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I. Introduction

The Secondary School Age Certification Training program (8500160) provides the knowledge and skills necessary for employment in the child care industry.   Students who complete occupational completion point (OCP) A of the program and pass the required exams, will have completed the Department of Children and Families' (DCF) mandated 40 hour Introductory Child Care Training.

Students who complete the entire program and meet all other requirements as outlined in the Requirement Checklist for Students can be awarded the School Age Professional Certificate (SAPC). The SAPC is a school-age specialization approved by the DCF as meeting the Staff Credential requirement. Per Section 402.305(3), F.S. licensed child care facilities must have one credentialed staff member for every 20 children.

II. Program Structure

The Florida Department of Education (FDOE) SAPC is based upon the six content areas listed below. They are an integral part of the School Age Certification Training program.

1. Establish and maintenance of a safe and healthy learning environment.
2. Advancement of physical and intellectual competence.
3. Support of social and emotional development and provision of positive guidance.
4. Establishment of positive and productive relationships with families.
5. Ensuring a well-run, purposeful program responsive to participant's needs.
6. Maintenance of a commitment to professionalism

The program is divided into two (2) occupational completion points (OCPs), which represent occupations within the child care industry. It is comprised of 120 hours of classroom instruction, which includes the DCF mandated 40 hour Introductory Child Care Training, and 480 hours of direct work experience with school age children (five (5) years old and up).

OCP	Course Number	Course Title	Length	SOC Code
A	8500170	Secondary School Age Certification Training 1	1 credit	39-9011
		This course includes the DCF 40 hour Introductory Child Care Training. Students must pass all competency exams in the DCF training. Florida Administrative Code 65C-22.003(2)(a) and 65C-22.008(4)(c) requires "successful completion of the 40 hour training as evidenced by passage of competency based examinations with a score of seventy (70) or better." Students who pass the exams will be able to download official certificates and a transcript from the DCF web site http://www.myflfamilies.com/service-programs/child-care/competency-exams. Arrangements for student testing and teacher proctoring should be coordinated through the local Training Coordinating Agency. Therefore, it is mandatory for students to take the required exams at the appointed time and place, arranged by the classroom instructor and the training coordinating agency.		
	8500175	Secondary School Age Certification Training 2	1 credit	39-9011
		This course covers professionalism, healthy and enriching environments for children, and proper use of materials and equipment to develop a variety of activities for school age children. Students should be working toward meeting the 480-hour work experience requirement.		
	8500180	Secondary School Age Certification Training 3	1 credit	39-9011
		This course covers how to coordinate activities and experiences that help school age children develop problem solving skills, communication skills, and provide opportunities to be creative. Also included are components on helping children with social interaction and acceptable behavior. Students should be working toward meeting the 480-hour work experience requirement.		
B	8500185	Secondary School Age Certification Training 4	1 credit	39-9011
		This course covers how to maintain family involvement at school and how to develop a quality school age program. In addition to demonstrating leadership and organizational skills, students will be required to create a portfolio and prepare a resource file. Students should be working toward meeting the 480-hour work experience requirement.		
Total Credits:			**4 credits**	

III. Program Implementation

A. School Districts

Regulatory Compliance

- Programs must be approved by the local DCF child care Training Coordinating Agency to offer the DCF 40 hour Introductory Child Care Training.

- Instructors must meet the trainer requirements established by DCF (Chapter 65C-22.003(5) F.A.C. http://ccrain.fl-dcf.org/documents/2/470.pdf) to teach the DCF Introductory Child Care Training.   Requirements and guidelines can be obtained through the local Training Coordinating Agency, www.myflorida.com/childcare/training.

- Programs are required to use DCF materials and will be subject to monitoring by DCF Training Coordinating Agencies.

Teacher Certification

- School districts should ensure that instructors hold the appropriate teacher certification as specified in the curriculum framework and meet the DCF trainer requirements. See section B, "Instructors", for more information.

SAPC Issuance and Record Maintenance

- Once a student has completed the SAPC Requirement Checklist for Students, he must present it to the instructor along with the Application for SAPC and all supporting documentation for review.

  - Districts/schools are responsible for maintaining files of the supporting documents to the training requirement's checklist (i.e. portfolio, professional resource file, etc.).

- Students who have successfully met **all** requirements must be presented with the SAPC. It is recommended that the SAPC be printed on quality paper. **Designated district personnel must send a request to** Anne Nyman (Anne.Nyman@fldoe.org) **to receive an electronic copy of the SAPC**.

- Districts/schools should document the issuing of the SAPC by numbering each certificate and by keeping copies of them in a secure location. The numbering system for the certificates is determined locally. Access to certificates should be limited to school/district personnel only.

Staff Credential Submission

- After a student has been awarded the SAPC, he is eligible to receive the DCF Staff Credential. The tool used to process students for the credential is the [ECPC/CCAC/SAPC Recipient Online Submission](#) database.

- Designated district personnel **must contact** Anne Nyman (Anne.Nyman@fldoe.org) to gain access to the database.

- The ECPC/CCAC/ SAPC Recipient Online Submission database requires specific student information to be submitted to the DOE. Given all information is valid, the DOE will approve the entries submitted and DCF will be notified that those entries are ready to be processed for the Staff Credential.

- The standard processing time for the Staff Credential is two (2) weeks from the date an entry is submitted to the online database. Thereafter, students can print a hard copy of the Staff Credential directly from their DCF online training transcript. The DCF's Child Care Regulation and Background Screening Office will only issue a Staff Credential, CF-FSP Form 5206, through a student's DCF online training transcript.

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B. _Instructors_

DCF Trainer Requirements

Before teaching the DCF mandated training, instructors must:

1. **Review training/trainer requirements** as outlined in Florida Administrative Code (FAC) 65C-22.003 and 65C-22.008(4). (Information can be viewed at http://ccrain.fl-dcf.org/documents/2/470.pdf)

2. **Meet with local Training Coordinating Agency** (contracted with the Department of Children and Families); training coordinators list may be viewed at http://www.myflfamilies.com/service-programs/child-care/contacts.

3. **Complete the six hour train-the-trainer course** and must meet additional qualifications outlined in Florida Administrative Code (FAC) 65C-22.003(5).

4. Be a qualified observer to validate students' 480 hours of direct work with children and conduct at least one formal observation of the student. The observations must occur in a school age setting. The observer must meet the following qualifications and be able to document that a person is competent in the six school age content areas.

   a. Minimum of a Bachelor's degree in Early Childhood Education/Child Development, Elementary Education, or Family and Consumer Sciences (formerly Home Economics)

   OR

   b. Bachelor's degree with a teaching certificate and employed by a school district in the state of Florida to teach the School Age Certification Training program

   AND

   c. Knowledgeable about Florida School Age Child Care Regulations and National Afterschool Association (NAA) standards and policies for School age Services (http://www.naaweb.org/).

Instruction

- Instruction for the DCF courses should be **instructor-based.** It is recommended that the online DCF training courses be used as a supplement to instructor-based instruction, if needed.

Verification of Student Completion

- Instructors should provide students with copies of the SAPC Requirement Checklist for Students, Practical Experience Documentation form, and the Application for SAPC.

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These documents can be found on the DOE website at:
http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/edu-training.stml.

- Instructors should verify student completion of **all** of the SAPC requirements and sign/date the student's requirement checklist as items are completed. At program completion, the student should submit a completed requirements checklist along with Application for SAPC and all supporting documentation to the instructor.

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C.   *Students*

SAPC Requirements

- The 40 hour Introductory Child Care Training is covered in the first course of this program and consists of the training modules listed below.

Child Care Facility Rules and Regulations	6 hours
Health, Safety, and Nutrition	8 hours
Identifying and Reporting Child Abuse and Neglect	4 hours
Child Growth and Development	6 hours
Behavioral Observation & Screening	6 hours
School Age Appropriate Practices	10 hours
Total	**40 hours**

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Provided below are all the requirements students must meet **before** the SAPC can be issued**:**

1. Complete and pass all courses of the School Age Certification Training Program

Secondary School Age Certification Training 1 *(includes DCF 40 hour introductory training coursework)*

Secondary School Age Certification Training 2

Secondary School Age Certification Training 3

Secondary School Age Certification Training 4

2. Pass all required DCF competency exams:

a. Child Care Facility Rules and Regulations

b. Health, Safety, and Nutrition

c. Identifying and Reporting Child Abuse and Neglect

d. Child Growth and Development

e. Behavioral Observation and Screening

f. School Age Appropriate Practices

3. Completion of a portfolio
    (includes autobiographical statement, description of school age program, and written entries for functional areas; see standard 28.0 in curriculum frameworks)

4. Completion of a professional resource file
    (must include items listed in standard 29.0 in curriculum framework)

5. Documentation of 480 hours of direct work with children in a school age setting
    (attach Practical Experience Summary Documentation Form for each experience)

6. Documented observation by a qualified observer
    (Observation must be within a school age setting while student is working as the lead teacher)

7. Demonstration of competency in the six child care content areas

8. Earn a high school diploma or GED *(**NOTE – A Certificate of Completion is <u>not</u> a diploma**)*

9. Provide documentation verifying 18 years of age or older

10. Submit a completed Application for SAPC and SAPC Requirement Checklist for Students to the program instructor.

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APPLICATION FOR SCHOOL AGE PROFESSIONAL CERTIFICATE (SAPC)

Completed requirement checklist and all required documentation must be submitted with this application

SECTION A *(to be completed by applicant)*

Department of Children & Families I.D. #: _____

Name: _____
        First   Middle   Last

Address: _____

_____

Telephone (H): _____

Telephone (Work or Cell): _____

Birth Date: _____

(* = voluntary information)

*Race: White ____ Black ____ Asian ____ American Native ____ Hawaiian Pacific Islander ____

*Ethnicity: Hispanic ____ Non-Hispanic ____

*Gender: Female ____ Male ____

Employer (if applicable): _____

Position: _____

SECTION B - Education Summary *(to be completed by school)*

Name of School/Address: _____

School Address: _____

Program Successfully Completed	**Program Number**	**Date Completed**
◦ Secondary School Age Certification Training *(all courses)*	____8500160___	_____
School Age Certification Training (PSAV) *(all courses)*	____V200310___	_____

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PRACTICAL EXPERIENCE
SUMMARY DOCUMENTATION FORM- SAPC

Directions: Submit one document for each school/ facility where direct work experience took place. All documents must be submitted with SAPC Requirement Checklist for Students and the Application for SAPC.

I have worked directly with school-age children in the following capacity:

Student Name: _____

Name of Center/Facility: _____

Center/Facility Address: _____

Center/Facility Phone number: _____

Number of Hours: _____ **Dates:** From _____ To _____

Center Director: _____
                                                        Print name

Signature of School/Facility Director: _____

I certify that I have completed the above experiential hours with children five years of age or older.

_____
Student Signature   **Date**

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SAPC Requirement Checklist for Students (Secondary)

The Secondary School Age Certification Training program (8500160) provides the knowledge and skills necessary for employment in the child care industry. Students who complete the entire program and meet all other requirements as outlined in this checklist can be awarded the School Age Professional Certificate (SAPC). The SAPC is a school-age specialization approved by the DCF as meeting the Staff Credential requirement (402.305(3), F.S.). Students seeking to obtain the SAPC should complete the checklist below and obtain the instructor's signature upon completion of each requirement.

Student Name: _____   **DCF ID Number:** _____

Requirement	Instructor Signature	Date Completed
11. Complete School Age Certification Training Program		
Course 1 *(includes DCF 40 hour introductory training coursework)*		
Course 2		
Course 3		
Course 4		
12. DCF Competency Exam Completion *(attach DCF Child Care Training Transcript)*:		
a. Child Care Facility Rules and Regulations (6 hours)		
b. Health, Safety, and Nutrition (8 hours)		
c. Identifying and Reporting Child Abuse and Neglect (4 hours)		

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Requirement	Instructor Signature	Date Completed
d. Child Growth and Development (6 hours)		
e. Behavioral Observation and Screening (6 hours)		
f. School-Age Appropriate Practices (10 hours)		
13. Completion of Portfolio *(includes autobiographical statement, description of school-age program, and written entries for functional areas; see standard 28.0 in curriculum framework)*		
14. Completion of Resource File *(must include items listed in standard 29.0 in curriculum framework)*		
15. Documentation of 480 hours of direct work with children in a school age setting *(attach Practical Experience Summary Documentation Form for each experience)*		
16. Documented observation by a qualified observer. *(observation must be within a school age setting while student is working as the lead teacher)*		
17. Demonstration of competency in the six child care content areas *(see SAPC Program Guidelines for content areas)*		
18. Earn a high school diploma or GED *(**NOTE – A Certificate of Completion is <u>not</u> a diploma)*		
19. Documentation verifying 18 years of age or older		
20. Submit a completed Application for SAPC, a completed checklist, and all required supporting documentation to the program instructor		

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