Access to Childcare Certificate Recipients (CCR) Application Database via FDOE Single Sign-On (SSO) for District Users

New District Users (Not Registered for FDOE SSO: steps 1-8) (Already have FDOE SSO: steps 6-8)

Part 1

1) Access the CCR Application Database URL: https://web01.fldoe.org/Childcare_Certificate_Recipients/. This will take you to the Landing page, since you have NOT already registered for FDOE SSO.
2) Click on the 'NEW DISTRICT USER' button on the Home Page.
3) Search for your District SSO Liaison (also known as your LEA) in the "Select your Organization" field.
4) Find your District, select and click the "Submit" button. Your District SSO Liaison (SSO LEA) contact information will be displayed.
5) Contact your District SSO LEA listed by email and request that your SSO LEA **register you for access to the FDOE SSO for the following application** (include information below in the email):
    - **FDOE Single Sign-On (SSO)**
    - **Application:** Childcare Certificate Recipients
    - **URL: https://web01.fldoe.org/Childcare_Certificate_Recipients/**
    - **Environment:** Production
    - **Role:** User

Part 2

6) **Once you have FDOE SSO for the CCR Application Database**, have your principal, assistant principal, director, assistant director or supervisor email the **FDOE CCR Application Database Administrator at** ccr_doe_admin@fldoe.org with the following information:
    - **First & Last Name**
    - **Title**
    - **District**
    - **School Name**
    - **Phone Number**
    - **Email address (same as SSO LEA registered you with)**
    - **Who are you replacing (if applicable)**

This confirms that you require access and need to be added as a "User" to the CCR Application Database (different than FDOE SSO access). You will receive confirmation by email that you have been added to the CCR Application Database.

7) **Once you receive both FDOE SSO and CCR Application Database access (you need both),** you can access the CCR Application Database at URL: https://web01.fldoe.org/Childcare_Certificate_Recipients/.

8) Continue to the **Current/Returning District Users** section below, steps 1-6 to get to the Certificates page.

Current/Returning District Users (With Both FDOE SSO & CCR Application Access)

1) Access the CCR Application Database at URL: https://web01.fldoe.org/Childcare_Certificate_Recipients/
2) Enter your Active Directory Username and Password (SSO) (when needed).
3) Click on the "CURRENT SSO USER" button on the Landing page.
4) View/Access the CCR Application Database Certificates page. *If you have multiple user accounts under the same email ID, the Role page will display with all user accounts that correspond to your email ID.*
5) Click on "View Students" link, which takes you to the Certificates Search or Add New Certificate page.
6) Click on the "Add New Certificate" link to add New Student Certificate records and submit for processing. Before submitting records, please see the ECPC/SAPC Program Guidelines for requirements at https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2025-26-frameworks/edu-training.stml.

For additional assistance or information email the FDOE CCR Application Database Administrator at ccr_doe_admin@fldoe.org.