


1. Log into DCF training website : [Florida Early Childhood Professional Development Registry \(myflorida.com\)](https://myflorida.com)

Florida Early Childhood Professional Development Registry
Your Child Care Training System



Visit the **Florida Early Childhood Professional Catalog** to find training courses near you!

Sign In

username/email

[Forgot Email Address?](#)

password

[Forgot Password?](#)

Sign In

Don't have an account?

Sign Up

Need help?
Call the Child Care Training Information Center at 1-888-352-2842

2. Certify that your information is correct and click continue.


I have verified that my email address and phone number are correct.

Continue

3. Click tab that says *Credential Application Portal*

Child Care Training Information Menu


Personal Menu

- My Student Information
 - Transcript
 - CEUs
 - Courses
 - Exams
 - Job Openings
 - Florida Pathway
- Instructor Led or Online Courses Enroll/Unenroll
- Competency Exams Enroll/Unenroll
- Pay for Unpaid Courses and Exams
- Take or Resume Online Courses
- Credential Application Portal 

4. Click the drop-down box and click *Staff Credential Verification*

Please select a Credential Application Type to view submitted applications.

Credential Application Type:

- Select A Credential Type
- Director Credential Initial
- Staff Credential Verification 
- Florida Birth Through Five Renewal
- Florida School-Age Renewal
- Director Credential Renewal
- National Credential Renewal

5. Click *Submit a New Staff Credential Application*

Please select a Credential Application Type to view submitted applications.

Credential Application Type:

[Submit a New Staff Credential Application](#)

Staff Credential Applications Submitted

Staff Credential ID	Credential Type	Submitted Date	Review Status	Review Date	Last Updated
No records found.					

6. Click the drop-down box and select *Formal Education Qualification*.

Requirements | **Core Requirements** | **Checklist** | **Submit**

Credential Requirements

Staff Credential Requirements

A staff credential is used by child care providers to validate credentials and experience for licensing compliance and participation in the Voluntary Pre-Kindergarten (VPK) Program.

[Download Staff Credential Application \(CF-FSP 5211\)](#)

Staff Category:

- Select a Staff Credential Type
- National Early Childhood Credential
- Formal Education Qualification

7. Follow the prompts for each section highlighted in red. Then hit submit. After you submit, your application will go through a review process.

1 2 3

Requirements | **Formal Education Qualification** | **Checklist** | **Submit**

Credential Requirements

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Staff Category: