



**State of Florida  
Department of Children and Families**

**Charlie Crist**  
*Governor*

**George H. Sheldon**  
*Interim Secretary*

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September 4, 2008

Florida Department of Children and Families  
Child Care Program Office  
1317 Winewood Blvd. Bldg. 6 – 3<sup>rd</sup> Floor  
Tallahassee, FL 32399-0700

In an effort to streamline training and credential services for child care professionals, the Child Care Services Program Office is pleased to announce that, effective immediately, all Child Care Program Office Credential Unit functions will transition to the Children's Forum under the Child Care Training Information Center (CCTIC) umbrella. This consolidation of duties includes:

- The receipt, analysis, and processing of all early childhood professional credential applications (Staff Credential, Director Credential, Birth Through Five Renewal, and School-Age Renewal).
- The granting of Staff Credentials, Director Credentials, renewals of both, and issuance of VPK endorsement of the Director Credential.
- The processing of Florida Child Care Professional Credential (FCCPC) class rosters for issuance of initial FCCPC certificates.
- Providing technical assistance related to Florida child care professional credentials.

The Children's Forum will continue to host the CCTIC and will acquire the Child Care Exam Scheduling Center later this year. The Exam Scheduling Center will retain the same toll-free telephone number. Collocation of these functions will create additional training and credentialing process efficiencies.

The Department's website, credential applications, and all printed correspondence will reflect this transition, with a new mailing address, beginning the week of August 25.

Child Care Services is very excited about this transition as it centralizes three major initiatives that assist child care professionals and the public in acquiring information on mandated training, navigating child care courses, scheduling competency examinations, and issuing early childhood professional credentials.

If you have any questions, please contact me at 850-488-4900.

Sincerely,

A handwritten signature in black ink that reads 'Deborah Russo'.

Deborah Russo, Director  
Child Care Program Office

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