

PROVIDER SERVICES PORTAL

Provider Profile Set Up Guide

Provided by Early Learning Coalition of the Emerald Coast





STAGING

Common Tasks

- Manage Sites**
[Manage All Sites](#)
- Manage Users**
[Manage All Users](#)
- Manage VPK Applications**
[VPK Provider Application](#)
[Manage VPK Instructors, Calendars](#)
[Statewide VPK Provider Contract](#)
[VPK Contract Amendment](#)
- Manage SR Contracts**
[Statewide SR Provider Contract](#)
[SR Contract Amendment](#)

To Access your Profile
Click Profile



Broadcast Messages

No messages to display.

Coalition Messages

No notifications or alerts to display.

Provider Site Summary

Business name:	ABC123 Learning Center
Doing business as:	ABC123 Learning Center
Provider ID:	20804
License number:	
SSN / Federal ID number:	466798177

Frequently-Used Links

- [Bright Beginnings](#)
- [Core Competencies](#)
- [DCF Provider Training](#)
- [Provider Portal User Guide](#)
- [Quality Performance System \(QPS\)](#)
- [VPK Provider Readiness Rate Website](#)



Provider Profile

Common Tasks

- Manage Sites**
[Manage All Sites](#)
- Manage Users**
[Manage All Users](#)
- Manage VPK Applications and Contracts**
[VPK Provider Application](#)
[Manage VPK Instructors, Calendars, and Contracts](#)
[Statewide VPK Provider Contract](#)
[VPK Contract Amendment](#)
- Manage SR Contracts**
[Statewide SR Provider Contract](#)
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- [VPK Provider Readiness Rate Website](#)

ABC123 Learning Center
ABC123 Learning Center
20804

License number:
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To Access your Profile
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ABC123 Learning Center Profile

2019 - 2020 Program Year [Create 2020](#)

Current Status: Incomplete

[Request Assistance](#)

- General
- Facility
- Services
- Curriculum
- Fees & Discounts
- Hours of Operation
- Staffing & Capacity
- Private Pay Rates
- Closures Calendar

Create the Profile
Click Create for the current year

General

1. Do you want to have your program referred to families seeking child care listings?
 Yes No
2. Do you want to complete a contract to participate in the School Readiness Program?
 Yes No
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?
 Yes No
4. Do you want to complete a contract to receive local funding?
 Yes No
5. Are you a Gold Seal provider?
 Yes No
6. Are you an accredited provider?
 Yes No

[Next](#)



ABC123 Learning Center Profile 2019 - 2020 Program Year [Create 2020](#) Current Status: Incomplete

[Request Assistance](#)

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

General

- 1. Do you want to have your program referred to families seeking child care listings? [i](#)
 Yes No
- 2. Do you want to complete a contract to participate in the School Readiness Program?
 Yes No
 - 2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?
 Yes No
- 3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?
 Yes No
- 4. Do you want to complete a contract to receive local funding? [i](#)
 Yes No
- 5. Are you a Gold Seal provider? [i](#)
 Yes No
- 6. Are you an accredited provider?
 Yes No

General Tab Update

- 1. Must be YES
- 2. If you would like to contract for School Readiness then YES
 - a. If Yes- have you had Health & Safety Inspection from DCF?

[Next](#)

ABC123 Learning Center Profile

2019 - 2020 Program Year [Create 2020](#) Current Status: Incomplete

[Request Assistance](#)

General | Facility | Services | Curriculum | Fees & Discounts | Hours of Operation | Staffing & Capacity | Private Pay Rates | Closures Calendar | Documents | Review | Sign & Certify

General

1. Do you want to have your program referred to families seeking child care listings?

Yes No

2. Do you want to complete a contract to participate in the School Readiness Program?

Yes No

2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?

Yes No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?

Yes No

3.1 Do you wish to receive VPK advanced payments?

Yes No

4. Do you want to complete a contract to receive local funding?

Yes No

5. Are you a Gold Seal provider?

Yes No

6. Are you an accredited provider?

Yes No

General Tab Update

3. If you would like to contract for VPK then YES

a. If you want Advance VPK payments answer YES

4. Contract for local funding- NO

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General

1. Do you want to have your program referred to families seeking child care listings?
 Yes No
2. Do you want to complete a contract to participate in the School Readiness Program?
 Yes No
 - 2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?
 Yes No
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?
 Yes No
 - 3.1 Do you wish to receive VPK advanced payments?
 Yes No
4. Do you want to complete a contract to receive local funding?
 Yes No
5. Are you a Gold Seal provider?
 Yes No

General Tab Update
5. Are you a Gold Seal Provider
a. If YES use drop down for ages

5.1 Gold Seal Accreditation (select one)

- Gold Seal for Birth to 5
- Gold Seal for school age children
- Gold Seal for all ages of children

6. Are you

Yes

[Next](#)

General

1. Do you want to have your program referred to families seeking child care listings? **i**
 Yes No

2. Do you want to complete a contract to participate in the School Readiness Program?
 Yes No

2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?
 Yes No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?
 Yes No

3.1 Do you wish to receive VPK advanced payments?
 Yes No

4. Do you want to complete a contract to receive local funding? **i**
 Yes No

5. Are you a Gold Seal provider? **i** **w**
 Yes No

5.1 Gold Seal Accreditation (select one)
Gold Seal for all ages of children

6. Are you an accredited provider? **w**
 Yes No

6.1 Accreditation (select all that apply)
ACCREREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT
ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL
ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS
ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS (NATIONAL)
ASSOCIATION OF INDEPENDENT PRESCHOOLS
CENTRAL FLORIDA CHRISTIAN EDUCATION ASSOCIATION
CHOSEN GENERATION LEARNING CENTERS ASSOCIATION
CHRISTIAN SCHOOLS OF FLORIDA
CHURCH AVENUE ACADEMY

General Tab Update

6. Are you an accredited provider?
a. If YES use drop down to select ALL accreditations

Next

plorer.
ri, to complete your application.

General

1. Do you want to have your program referred to families seeking child care listings? ⓘ
 Yes No

2. Do you want to complete a contract to participate in the School Readiness Program?
 Yes No

2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?
 Yes No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?
 Yes No

3.1 Do you wish to receive VPK advanced payments?
 Yes No

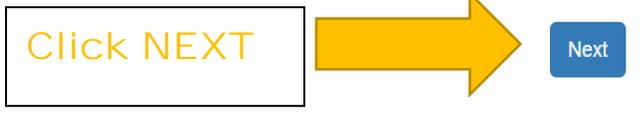
4. Do you want to complete a contract to receive local funding? ⓘ
 Yes No

5. Are you a Gold Seal provider? ⓘ ⚠
 Yes No

5.1 Gold Seal Accreditation (select one)
Gold Seal for all ages of children

6. Are you an accredited provider? ⚠
 Yes No

6.1 Accreditation (select all that apply)
OTHER x



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Facility

1. Doing Business as Name (DBA) 

2. Contact 
Telephone Number*
Phone Type*
Fax Number
Email Address*

3. Physical Address of Facility 
Address Line 1*
Address Line 2
City*
State*
Zip Code*
County*

4. Director
Director Name*
Director Email*
Director Telephone Number*
Director Phone Type*

Facility Tab Update
VERY IMPORTANT
Update Facility page with all current information

1. Doing Business as- name on license/w-9
2. CURRENT Phone Number/Phone Type, Fax Number, and Email address
3. Physical address
4. CURRENT director's name, email address and phone number



(850) 833-3622 Mobile Phone

Is Authorized Contract Rep

5. VPK Director

VPK Director information is the same as the Director information.

VPK Director Name* VPK Director Email*

VPK Director Telephone Number* VPK Director Phone Type*

Is VPK Authorized Contract Rep

6. Legal Status 

Registered

7. Registration Details 

Registration Number* Expiration Date*

R01OK0062

8. Provider Type  

Family Child Care Home

8.1 Do you want your physical address to appear on a referral listing to families?

Yes No

Facility Tab Update

- 4. Is Director authorized to make contract decisions? If so check here
- 5. VPK- is VPK Director Information same as Director?
 - a. If so check here
 - b. If not enter VPK directors Name, email and phone number

Additional Facility Contacts

Add New Contact

Back

Next

VPK Director information is the same as the Director information.

VPK Director Name *

Jane P Doe

VPK Director Email *

jdoe@abclearning123.com

VPK Director Telephone Number *

(850) 833-3622

VPK Director Phone Type *

Mobile Phone

Is VPK Authorized Contract Rep

6. Legal Status ⚠

Licensed

7. License Details ⚠

License Number *

L01ok0089

Expiration Date *

09/20/2021

License Type *

Regular

Probationary

Provisional

Regular

Temporary

8.1 Do you want your physical address to appear on a referral listing to families?

Yes No

Facility Tab Update

6. Legal Status-Use drop down to select correct status

7. Enter

a. License/Registration/Exemption Number

b. Expiration date

c. If licensed will need License Type- use drop down to select correct type

Additional Facility Contacts

Add New Contact

Back

Next

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VPK Director information is the same as the Director information.

VPK Director Name* **VPK Director Email***

VPK Director Telephone Number* **VPK Director Phone Type***

Is VPK Authorized Contract Rep

6. Legal Status ⚠️

7. License Details ⚠️

License Number* **Expiration Date***

License Type*

8. Provider Type* ⓘ ⚠️

- Family Child Care Home
- Center
- Charter Public School
- Family Child Care Home
- Large Family Child Care Home
- Private School
- Public School

8.1 Do you want your physical address to appear on a referral listing to families?

Yes No

Facility Tab Update

8. Provider Type- Use drop down to select correct type

a. Do you want your physical address to appear on referral listing?

Back

Next

VPK Director information is the same as the Director information.

VPK Director Name* Jane P Doe

VPK Director Email* jdoe@abclearning123.com

VPK Director Telephone Number* (850) 833-3622

VPK Director Phone Type* Mobile Phone

Is VPK Authorized Contract Rep

6. Legal Status ⚠️

Licensed

7. License Details ⚠️

License Number* L01ok0089

Expiration Date* 09/20/2021

License Type* Regular

8. Provider Type ⓘ ⚠️

Family Child Care Home

8.1 Do you want your physical address to appear on a referral listing to families?

Yes No

Facility Tab Update

Add an additional contact

Additional Facility Contacts

Add New Contact

Back

Next

VPK Director information is the same as the Director information.

VPK Director Name*
Jane P Doe

VPK Director Telephone Number*
(850) 833-3622

Is VPK Authorized Contract Rep

6. Legal Status ⚠️
Licensed

7. License Details ⚠️

License Number*
L01ok0089

License Type*
Regular

8. Provider Type ⓘ ⚠️
Family Child Care Home

Add New Contact

Contact Type*
[Dropdown]

Name* [Text] **Email*** [Text]

Primary Telephone Number* [Text] **Primary Telephone Extension** [Text]

Primary Phone Type*
[Dropdown: Select Type]

Secondary Telephone Number [Text] **Secondary Telephone Extension** [Text]

Secondary Phone Type
[Dropdown: Select Type]

Fax [Text]

Authorized Contract Rep

Save **Cancel**

Facility Tab Update

Enter New Contact Information

Click Save

Additional Facility Contacts

Add New Contact

7. License Details 

License Number* L01ok0089	Expiration Date* 09/20/2021 
License Type* Regular	

8. Provider Type  

Family Child Care Home

8.1 Do you want your physical address to appear on a referral listing to families?

Yes No

Additional Facility Contacts

Add New Contact

SR Contact  

Name	John
Primary Telephone	(850) 833-3662
Email	doej@abclearning123.com
Primary Telephone Ext	
Primary Phone Type	Mobile Phone
Secondary Telephone	
Secondary Telephone Ext	
Secondary Phone Type	
Fax	
Is Contract Designee	Yes

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Click NEXT  



ABC123 Learning Center Profile

2020 - 2021 Program Year

Current Status: Incomplete

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Services

1. Age of Children for which Care is Provided*

Minimum Age*	Months	Maximum Age*	Months
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Programs Offered (select all that apply) ⚠

3. About My Program (select all that apply)*

4. Languages Spoken by Staff (select all that apply)*

5. Other Spoken Languages ⓘ

6. Meals (select all that apply)*

7. Do you provide transportation services?*

Services Tab Update

1. Enter youngest age you serve and oldest age you serve



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Services

1. Age of Children for which Care is Provided*

Minimum Age* | Weeks | Maximum Age* | Years

6 | 13

2. Programs Offered (select all that apply) ⚠

After School
Before School
Camp
Early Head Start
Head Start
Kindergarten
Migrant Head Start
Playgroup
School Age

6. Meals (select all that apply)*

7. Do you provide transportation services?*

Services Tab Update

2. Click drop down to select ALL programs you offer



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Services

1. Age of Children for which Care is Provided*

Minimum Age* 6 Weeks Maximum Age* 13 Years

2. Programs Offered (select all that apply) ⚠

Before School x After School x School Age x Summer Care x

3. About My Program (select all that apply)*

After School Quality Rating System
Arts/crafts
Computer Activities
Dance
Faith-Based
Family Involvement
Fenced Yard
Field trips
Green Certified

Services Tab Update

3. Click drop down to select all info about your program ex: field trips, faith based, computer activities

7. Do you provide transportation services?*

Services | how do i get print screen to only | +

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STAGING

Home Business Profile Contracts Enrollments Attendance Documents Profile: 2020 - 2021 Hello abclearning123@yahoo.com Log Off

ABC123 Learning Center Profile 2020 - 2021 Program Year Current Status: Incomplete

Request Assistance

General Facility **Services** Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

Services

1. Age of Children for which Care is Provided*

Minimum Age* 6 Weeks Maximum Age* 13 Years

2. Programs Offered (select all that apply) ⚠

Before School x After School x School Age x Summer Care x

3. About My Program (select all that apply)*

Arts/crafts x Family involvement x Computer Activities x Homework/tutor x Video Monitoring x Smoke Free x

4. Languages Spoken by Staff (select all that apply)*

English
Haitian/Creole
Sign Language
Spanish

5. ...

Services Tab Update

4. Click the drop down to select all languages spoken by your staff
5. Type in any additional languages spoken that were not listed on 4.

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Services

1. Age of Children for which Care is Provided*

Minimum Age* Weeks Maximum Age* Years

2. Programs Offered (select all that apply) ⚠

Before School x After School x School Age x Summer Care x

3. About My Program (select all that apply)*

Arts/crafts x Family involvement x Computer Activities x Homework/tutor x Video Monitoring x Smoke Free x

4. Languages Spoken by Staff (select all that apply)*

English x

5. Other Spoken Languages ⓘ

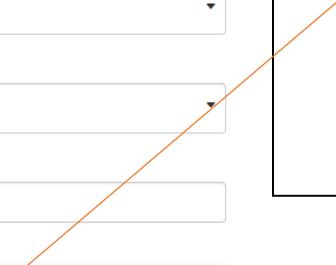
6. Meals (select all that apply)*

- Accommodates Special Diet Requests
- Afternoon Snack
- Breakfast
- Dinner
- Formula Provided
- Gluten Free Options Available
- Lunch
- Morning Snack
- No Meals Provided

10. Is your program equipped to care for children with special needs?*

Services Tab Update

6. Click drop down to select all snacks and meals you provide.



1. Age of Children for which Care is Provided*

Minimum Age* 6 Weeks Maximum Age* 13 Years

2. Programs Offered (select all that apply) ⚠

Before School x After School x School Age x Summer Care x

3. About My Program (select all that apply)*

Arts/crafts x Family involvement x Computer Activities x Homework/tutor x Video Monitoring x Smoke Free x

4. Languages Spoken by Staff (select all that apply)*

English x

5. Other Spoken Languages ⓘ

6. Meals (select all that apply)*

Afternoon Snack x Breakfast x Lunch x Morning Snack x Dinner x

7. Do you provide transportation services?*

Yes No

8. Transportation (select all that apply)

Near public transportation
School bus
Transportation provided to/from child's home
Transportation to/from local school
Within walking distance to local school

11. Is your facility wheelchair-accessible?*

Yes No

12. Does your program/facility offer therapeutic services to children?*

Yes No

13. Do you participate in a quality rating system? * ⓘ

Services Tab Update

7. Do you Provide Transportation?

8. If YES click drop down and select all transportation that applies.

Services Tab Update

8.1 Enter the Schools you provide transportation to and from if applicable

7. Do you provide transportation services?*

Yes No

8. Transportation (select all that apply)

School bus x Transportation to/from local school x

8.1 Transportation to/from Local School

School	Transportation To	Transportation From	
<input type="text" value="Add school"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

9. Do you currently implement a character development program?*

Yes No

10. Is your program equipped to care for children with special needs?*

Yes No

11. Is your facility wheelchair-accessible?*

Yes No

12. Does your program/facility offer therapeutic services to children?*

Yes No

13. Do you participate in a quality rating system? * [i](#)

Yes No

14. Affiliation - Not for Profit*

Yes No

15. Military Child Care * [i](#)

Yes No

School: Shalimar Elementary
Transportation To:
Transportation From:
Add

9. Do you currently implement a character development program?*

9.1 Description of Character Development Program (250 characters max)

10. Is your program equipped to care for children with special needs?*

10.1 Indicate the training/experience you have in caring for children with special needs.

11. Is your facility wheelchair-accessible?*

12. Does your program/facility offer therapeutic services to children?*

13. Do you participate in a quality rating system? **i*

14. Affiliation - Not for Profit*

14.1 List Name

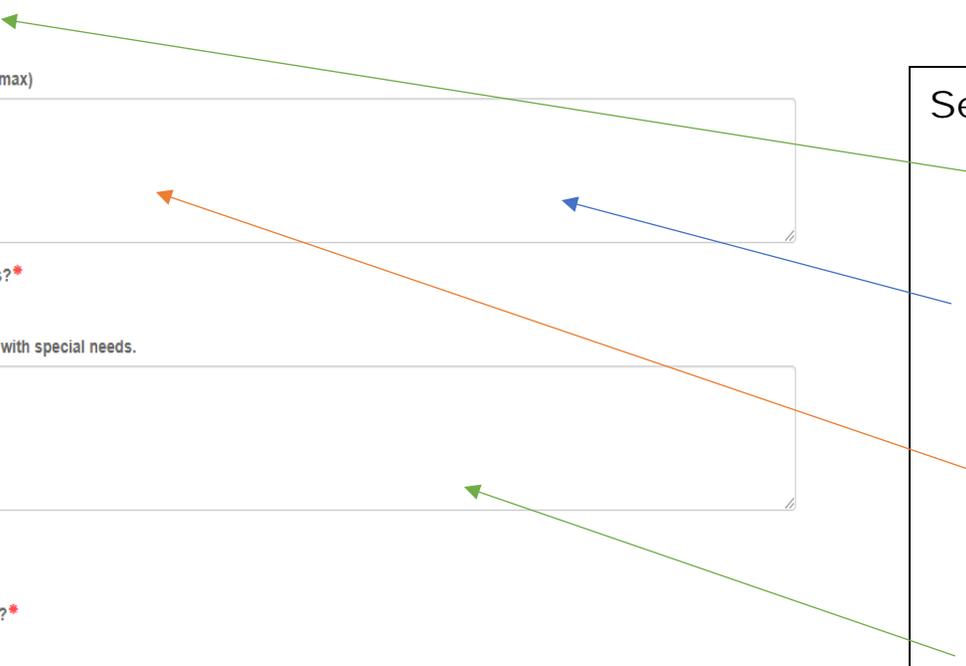
15. Military Child Care **i*

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Services Tab Update

- 9. Do you have character development program?
- 9.1 Please describe the character development program you use?
- 10. Is your program equipped to care for children with special needs?
- 10.1 Type training and experience with caring for children with special needs.



9.1 Description of Character Development Program (250 characters max)

Program is part....

10. Is your program equipped to care for children with special needs?*

Yes No

10.1 Indicate the training/experience you have in caring for children with special needs.

AA degree in special education 15 years exp.....

11. Is your facility wheelchair-accessible?*

Yes No

12. Does your program/facility offer therapeutic services to children?*

Yes No

13. Do you participate in a quality rating system? **i*

Yes No

14. Affiliation - Not for Profit*

Yes No

15. Military Child Care **i*

Yes No

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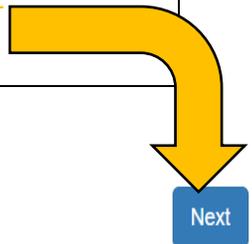
14.1 List Name

NonProfit ABC

Services Tab Update

- 11. Is facility wheelchair accessible?
- 12. Do you offer therapeutic services?
- 13. Do you participate in Quality Rating System?
- 14. Affiliation-Not For Profit?
- 14.1 Type affiliation in box
- 15. Military Child Care?

Click NEXT



Next

Curriculum Tab Update

Select the Curriculum(s) you are using for **current year**

Then Click NEXT at bottom right corner

Curriculum

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ABC123 Learning Center Profile

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Current Status: Incomplete

Request Assistance

General Facility Services **Curriculum** Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

Curriculum (select all that apply)

Curriculum 	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Balanced Learning (Primrose)	Birth - K	2018
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Big Day for PreK	4 to K	2018
Buttercups	Birth - 3	2017 - 2018
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012
Connect 4 Learning	4 - K	1st edition 2016
Core Knowledge Preschool Program	3 and 4	2013
Creative Curriculum for Family Child Care	Birth - 4	2nd edition/2009
Creative Curriculum for Infants, Toddlers & 2s	Birth - 2	2nd edition Revised/2011
Creative Curriculum for Preschool	3 and 4	5th edition/2010
Develop, Inspire, and Grow (DIG)	4 - K	
DLM Early Childhood Express	4	2011
Early Foundations (Kindercare)	Birth - K	
Early Innovators Curriculum (La Petite)	4 - K	2016
Early Literacy and Learning Model Plus (ELLM)	3 and 4	2nd edition/2012
Edu 1st VESS Curriculum	Birth - 4	1st edition
Empowered Child	3 and 4	5th edition/2011-13

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Fees and Discounts

1. Fees in Addition to Weekly Rates

Description	Amount	Frequency	Per Child / Per Family
Annual*	\$		
Application/Registration*	\$		
Diapers*	\$		
Early Drop Off*	\$		
Extended Stay*	\$		
Insurance*	\$		
Late Payment*	\$		
Late Pick-Up*	\$		
Meals/Snacks*	\$		
Returned Check*	\$		
School Age*	\$		
Supplies/Materials*	\$		
Waiting List Registration*	\$		

2. Family Discounts Offered (select all that apply)

Fees/Discounts Tab Update

1. Fees in addition to weekly rates:
 - a. AMOUNT: Enter any and all fees you charge- late fees, materials, annual fee, registration fee. If ZERO Enter ZERO
 - b. FREQUENCY: Enter how often it is charged- Click drop down and select: As needed, one time, every 1 min, 5 min, every 10 min, every 15 min, every 30 min, every hour, daily, weekly, monthly, yearly, as needed
 - c. PER CHILD/PER FAMILY: Click drop down and select per child or per family.

	\$ 0	None	
Diapers*	\$ 0	None	
Early Drop Off*	\$ 0	None	
Extended Stay*	\$ 0	None	
Insurance*	\$ 0	None	
Late Payment*	\$ 0	None	
Late Pick-Up*	\$ 0	None	
Meals/Snacks*	\$ 0	None	
Returned Check*	\$ 0	None	
School Age*	\$ 0	None	
Supplies/Materials*	\$ 0	None	
Waiting List Registration*	\$ 0	None	

2. Family Discounts Offered (select all that apply)

Drop-down menu with options: Employer Sponsored, Military Aid, Negotiated Rate, None, Rates based on parent's income, Scholarships, Sibling Discount.

Fees/Discounts Tab Update

2. Family Discounts- click drop down and select all that apply.

Next

Diapers*	\$ 0	None	
Early Drop Off*	\$ 0	None	
Extended Stay*	\$ 0	None	
Insurance*	\$ 0	None	
Late Payment*	\$ 0	None	
Late Pick-Up*	\$ 0	None	
Meals/Snacks*	\$ 0	None	
Returned Check*	\$ 0	None	
School Age*	\$ 0	None	
Supplies/Materials*	\$ 0	None	
Waiting List Registration*	\$ 0	None	

2. Family Discounts Offered (select all that apply)

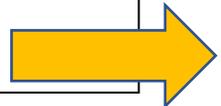
None x

3. Other Family Discounts ⓘ

Back

Fees/Discounts Tab Update

3. Type in any other Family Discounts not listed in 2.

Click NEXT 

Next

ABC123 Learning Center Profile

2020 - 2021 Program Year

Current Status: Incomplete

Request Assistance

- General
- Facility
- Services
- Curriculum
- Fees & Discounts
- Hours of Operation
- Staffing & Capacity
- Private Pay Rates
- Closures Calendar
- Documents
- Review
- Sign & Certify

Facility Hours of Operation

1. Enhanced Schedule (select all that apply)

Drop-down menu containing the following options:

- 24-hour Care
- Drop in Care
- Early/Extended Care
- Emergency/Temporary
- Evening
- Full Year
- Full-time
- Overnight
- Part time

	Open	Close	Total Hours
<input type="checkbox"/> Tuesday <input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Wednesday <input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Thursday <input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Friday <input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Saturday <input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0

Hours of Operation Tab Update

1. Click drop down and select all that apply

Back

Next

Facility Hours of Operation

1. Enhanced Schedule (select all that apply)

Full-time x Part time x Summer x Evening x Drop in Care x

2. What are your daily hours of operation? (select all that apply)

Day	24 hours	Open	Close	Total Hours
<input type="checkbox"/> Sunday	<input type="checkbox"/>	12:00 AM	12:00 AM	0
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/>	06:00 AM	06:00 PM	12.00
<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/>	06:00 AM	06:00 PM	12.00
<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/>	06:00 AM	06:00 PM	12.00
<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/>	06:00 AM	06:00 PM	12.00
<input checked="" type="checkbox"/> Friday	<input type="checkbox"/>	06:00 AM	11:00 PM	17.00
<input checked="" type="checkbox"/> Saturday	<input type="checkbox"/>	02:30 PM	11:00 PM	8.50

Hours of Operation Tab Update

- 2. Enter Time open and Time close for each day
 - a. Click box beside the day then enter start time and end time
 - b. If not open on a day do not check anything

Back

Click NEXT  Next



STAGING

ABC123 Learning Center Profile

2020 - 2021 Program Year

Current Status: Incomplete

Request Assistance

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size
< 12 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
12 < 24 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
24 < 36 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

Staffing & Capacity Tab Update

1. Enter

- a. Number of teachers in the classroom
- b. Children in the classroom
- c. Group Size

Training/Education Type	Number of Staff 
FCCH 30 HOUR TRAINING	<input type="text" value="0"/>
40/45 HR INTRO CHILD CARE	<input type="text" value="0"/>
AA/AS NONCHILD RELATED	<input type="text" value="0"/>
AA/AS EARLY CHILDHOOD OR RELATED FIELD	<input type="text" value="0"/>
DIRECTOR CREDENTIAL ADV	<input type="text" value="0"/>
DIRECTOR CREDENTIAL LEVEL 1	<input type="text" value="0"/>
DIRECTOR CREDENTIAL LEVEL 2	<input type="text" value="0"/>
BA/BS NONCHILD RELATED	<input type="text" value="0"/>
BA EARLY CHILDHOOD OR RELATED FIELD	<input type="text" value="0"/>
BEHAVIOR OBSERVATION	<input type="text" value="0"/>
DIRECTOR (NON VPK)	<input type="text" value="0"/>
GED/HIGH SCHOOL	<input type="text" value="0"/>
EARLY (EMERGENT) LITERACY	<input type="text" value="0"/>
FCCPC/ECPC/CCAC/CDAE	<input type="text" value="0"/>
MA DEGREE EARLY CHILDHOOD	<input type="text" value="0"/>
MA NONCHILD RELATED	<input type="text" value="0"/>
NATL EARLY CHILDHOOD CERT	<input type="text" value="0"/>
SCHOOL-AGE CREDENTIAL	<input type="text" value="0"/>
VPK DIRECTOR CREDENTIAL	<input type="text" value="0"/>
OTHER- LIST	<input type="text" value="0"/>

Staffing & Capacity Tab Update

2. Enter the number of staff you have that have training/education listed



FCCPC/ECPC/CCAC/CDAE	0
MA DEGREE EARLY CHILDHOOD	0
MA NONCHILD RELATED	0
NATL EARLY CHILDHOOD CERT	0
SCHOOL-AGE CREDENTIAL	0
VPK DIRECTOR CREDENTIAL	0
OTHER- LIST	0

Staffing & Capacity Tab Update

- 3. Type in total number of staff that work directly with children in your care
- 4. Type in license capacity
- 5. License Infant capacity
- 6. Actual capacity
- 7. How many Private Pay children

3. What is the total number of staff who work directly with the children that are in care at your program/facility?

4. What is your total licensed capacity?

5. What is your infant licensed capacity?

6. What is your actual capacity?

7. How many private-pay children are in your program?

Back

Click NEXT



Next

Private Pay Rates

Private Pay Rates

Enter the advertised rates (private pay rates) your program charges in the table. Do not include voucher/subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Only complete the rate type for each age group that you offer.

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Age	Special Needs
Full Time Monthly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Summer Camp Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Drop-In Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Full Time Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Part Time Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
VPK Full Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
VPK Part Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
School Age After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age Before School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age - Both Before & After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

Do you require the parent to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate? Yes No

Private Pay Tab Update

1. Type in the Weekly rates you charge private pay enrollments-you will also need to upload the sheet you have with your rates listed in the document library-**they must match.**
2. Enter part time rates and rates for ALL ages you serve-Do NOT accept enrollment requests for ages you do not have rates for- if you do not have part time rates do not accept a part time enrollment request. Be aware of care levels when accepting enrollment.

Attention - if you contract with the Coalition AND you accept an enrollment for a child that you do not have a rate entered...YOU WILL NOT BE PAID FOR THAT CHILD....20 days x rate of \$0 = \$0.

Private Pay Rates	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
School Age After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120	\$ 120	\$ 120	\$ 0
School Age Before School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120	\$ 120	\$ 120	\$ 0
School Age - Both Before & After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120	\$ 120	\$ 120	\$ 0

Do you require the parent to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate? Yes No

Daily Rates for School Readiness Program

Enter the school readiness program daily rates in the table below. These rates will be used for SR contracting purposes and to determine your SR program reimbursement rates. Only complete the rate type for each age group that you offer. You may also use the SR Daily Rate Helper feature to automatically calculate the daily rates based on the Private Pay Rates entered above. The calculations are editable.

[\\$ SR Daily Rate Helper](#)

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Age	Special Needs
SR Full Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR Part Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR School Age - Both Before & After School Daily Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

Back

Next

Private Pay Tab Update

Click SR Daily Rate Helper and it will figure the daily SR Rates. **Let the computer do the math.**

- Daily Full Time School Readiness Rates (the weekly full-time rate entered above divided by 5)
- Daily Part Time School Readiness Rates (the weekly part time rate entered above divided by 5)
- Daily Before & After Care School Readiness Rate (the weekly before and after rate entered above divided by 5)

FABS x Closures Calendar x +

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Apps K K-LOVE Pandora OEL-Forms for Prov... OEL-Policy Proposed Rules | OEL OEL-Florida Office... Portal ShareFile - Where C... Canva OEL Sharepoint CARES ELC-ECSharePoint Early Learning Coali... Florida Department...

July 2020							August 2020							September 2020							October 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

November 2020							December 2020							January 2021							February 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28						
														31													

March 2021							April 2021							May 2021							June 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			

Closure Calendar Tab Update

1. Click each day on the calendar that you will be closed. VERY important that the dates entered are the dates you will not be open. **If you contract with the Coalition, the wrong dates entered may result in not getting for that holiday.**

FABS x Supporting Documents x +

Not secure | providerservicesstaging.floridaeearlylearning.com/ProviderApplication/RequiredDocuments

Apps K K-LOVE Pandora OEL-Forms for Prov... OEL-Policy Proposed Rules | OEL OEL-Florida Office... Portal ShareFile - Where C... Canva OEL Sharepoint CARES ELC-ECSharePoint Early Learning Coali... Florida Department...

Select Language Powered by Google Translate

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LEARN EARLY. LEARN FOR LIFE.

STAGING

Home Business Profile Contracts Enrollments Attendance Documents

Profile: 2020 - 2021 Hello abclearning123@yahoo.com! Log Off

ABC123 Learning Center Profile 2020 - 2021 Program Year Current Status: Incomplete

Request Assistance

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

Supporting Documents

Gold Seal Certificate
Upload Document...

Certificate of Accreditation
Upload Document...

Open

This PC > Desktop > ABC123 Documents

Search ABC123 Documents

Name	Date modified	Type	Size
18-19 CAP Sub			
ABC123 Docu...			
Amendments t...			
Compliance St...			
Contracting			
EFS MOD			
Grant Agreeeme...			
Katie			
Policies			
Pre Release Tes...			
Reimbursemer...			
School Readine...			
VPK			
Documents			
ABC 123 Accred Letter	1/22/2020 6:42 AM	Microsoft Word D...	12 KB
ABC 123 Learning Auto	1/22/2020 6:41 AM	Microsoft Word D...	12 KB
ABC 123 Learning Center Gold Seal	1/22/2020 6:36 AM	Microsoft Word D...	12 KB
ABC 123 Learning Gen Liability	1/22/2020 6:41 AM	Microsoft Word D...	12 KB
ABC 123 Learning Rates	1/22/2020 6:40 AM	Microsoft Word D...	12 KB
ABC 123 Learning Reg Letter DCF	1/22/2020 6:37 AM	Microsoft Word D...	12 KB
ABC 123 Learning Unemp	1/22/2020 6:41 AM	Microsoft Word D...	12 KB
ABC 123 Sunbiz	1/22/2020 6:42 AM	Microsoft Word D...	12 KB
ABC 123 W9	1/22/2020 6:42 AM	Microsoft Word D...	12 KB
ABC 123 Work Comp	1/22/2020 6:42 AM	Microsoft Word D...	12 KB

File name: ABC 123 Learning Center Gold Seal

Open Cancel

Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Registered Family Child Care Home

- Gold Seal if Applicable
 - Click upload document
 - Find Gold Seal Certificate
 - Click on it
 - Click OPEN
- Repeat for ALL that apply:
 - Certificates of Accreditation
 - Letter of Registration from DCF
 - Private Pay Rate Sheet
 - IRS W-9
 - Gen Liability Insurance certificate
 - Proof of Unemployment
 - Proof of Workers Comp
 - Proof Automobile Insurance
 - Sunbiz Documentation

Documents Tab Update

Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Licensed Family Child Care Home

5. Gold Seal if Applicable
 - a. Click upload document
 - b. Find Gold Seal Certificate
 - i. Click on it
 - c. Click OPEN
6. Repeat for ALL that apply:
 - a. Certificates of Accreditation
 - b. License from DCF
 - c. Private Pay Rate Sheet
 - d. IRS W-9
 - e. Gen Liability Insurance certificate
 - f. Proof of Unemployment
 - g. Proof of Workers Comp
 - h. Proof Automobile Insurance
 - i. Sunbiz Documentation

Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Licensed Child Care Center

3. Gold Seal if Applicable
 - a. Click upload document
 - b. Find Gold Seal Certificate
 - i. Click on it
 - c. Click OPEN
4. Repeat for ALL that apply:
 - a. Certificates of Accreditation
 - b. License from DCF
 - c. Private Pay Rate Sheet
 - d. IRS W-9
 - e. Gen Liability Insurance certificate
 - f. Proof of Unemployment
 - g. Proof of Workers Comp
 - h. Proof Automobile Insurance
 - i. Sunbiz Documentation

Documents Tab Update

Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Exempt Child Care Center

9. Certificate of Accreditation
 - a. Click upload document
 - b. Find Certificate of Accreditation
 - i. Click on it
 - c. Click OPEN
10. Repeat for ALL that apply:
 - a. Letter of Confirmation/Exemption from DCF
 - b. Private Pay Rate Sheet
 - c. IRS W-9
 - d. Gen Liability Insurance certificate
 - e. Proof of Unemployment
 - f. Proof of Workers Comp
 - g. Proof Automobile Insurance
 - h. Sunbiz Documentation

Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Public School

7. Letter of Confirmation
 - a. Click upload document
 - b. Find Letter of Confirmation
 - i. Click on it
 - c. Click OPEN
8. Repeat for ALL that apply:
 - a. Background Screening Letter from District
 - b. Documentation of School District and School Number
 - c. Private Pay Rate Sheet
 - d. IRS W-9
 - e. Gen Liability Insurance certificate
 - f. Proof of Unemployment
 - g. Proof of Workers Comp
 - h. Proof Automobile Insurance

ABC123 Learning Center Profile

2020 - 2021 Program Year

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Request Assistance

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Review - Let's make sure we have all your information

Click the headers or the + to expand and the - to collapse each section below. Click the **Button** to navigate to that section.

+ [Section Header]	Business
+ [Section Header]	General
+ [Section Header]	Facility
+ [Section Header]	Services
+ [Section Header]	Curriculum
+ [Section Header]	Fees and Discounts
+ [Section Header]	Hours of Operation

Review Tab

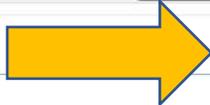
Chance to look over everything you have entered in profile before electronically signing it and submitting it to the ELC for approval and activation.

If anything is missing, you will have a red flag on this screen.

+ [Section Header]	Facility
+ [Section Header]	Services
+ [Section Header]	Curriculum
+ [Section Header]	Fees and Discounts
+ [Section Header]	Hours of Operation
+ [Section Header]	Staffing And Capacity
+ [Section Header]	Private Pay Rates
+ [Section Header]	Closures Calendar

Back Next

Click NEXT



ABC123 Learning Center Profile 2020 - 2021 Program Year Current Status: Incomplete

Request Assistance

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents Review Sign & Certify

Profile Certification And Submittal

By signing this form I certify that:

- I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct.
- If any of the information listed changes, I understand that I must log into my provider portal account and update my information within 14 days of the change.
- I understand that my provider profile information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.
- I also understand that if I make changes prior to the coalition approving them, I may be out of compliance with the requirements of the VPK and or SR programs.

Authorized Electronic Signature

Full Name:

 Check box to certify by electronic signature
Submission date: 1/22/2020

Sign & Certify

Enter your electronic signature

Click the Check Box

Click Submit

Back



You Have Successfully Completed and Submitted your Provider Profile!

Your early learning coalition will process your profile.
Please check your email for important information about your profile.

You can click on the button below to return to the home page.
Return to home page

Completed
You will receive this message once it has been successfully submitted to the ELC for approval.
You will get notified via email when the profile is activated or if it is rejected.