SCHEDULING YOUR CHILD CARE TRAINING COMPETENCY EXAMS

As a child care professional, you must pass exams to successfully demonstrate competency in the following required child care training course topics:

PART I COURSES: CHILD CARE FACILITY and FAMILY CHILD CARE HOME

- Child Care **Facility** Rules and Regulations (FACR-6 hours)

OR

Family Child Care **Home** Rules and Regulations (FCHR-6 hours)

AND

- Health, Safety, and Nutrition (HSAN-8 hours)
- Identifying and Reporting Child Abuse and Neglect (CAAN-4 hours)
- Child Growth and Development (CGDR-6 hours)
- Behavioral Observation and Screening (BOSR-6 hours)

PART II COURSES: CHILD CARE FACILITY and LARGE FAMILY CHILD CARE HOME

- Understanding Developmentally Appropriate Practices (UDAP-5 hours)

AND one of the following

- Infant & Toddler Appropriate Practices (ITPR-5 hours)
- Preschool Appropriate Practices (PSPR-5 hours)
- School-Age Appropriate Practices (SAPR-5 hours)

OR

- Special Needs Appropriate Practices (SNP-10 hours)

About the Exams

Exams are multiple choice and are available in English or Spanish. You will take a different exam for each course, and you can take more than one exam per day.

You will be given **45** minutes for each exam.

Cost of Exam

The cost of each exam is $1.00 per course-instructional hour. For example, the cost of taking an exam for a 10-clock-hour course would be $10.00.

Scheduling an Exam

Exams are offered at approved sites within each local Training Coordinating Agency (TCA) service area.

You **must** schedule your Child Care Training Exams **at least 7 calendar days prior** to the exam date by using one of the processes listed below.

If you are enrolled in one of the department's training courses, and you have paid all course fees, you **must** register online through your Child Care Training Transcript, which is available at www.myflfamilies.com/childcare**.** Select "Training and Registry Login" link to log in. Once you have logged onto your record,

select the "Competency Exam Enroll" option from the Personal Menu OR, if you are scheduling an exam without enrolling in a course (exemption exam), you **must** register for your exam(s) through the Child Care Training Information Center (CCTIC): **1-888-FL CCTIC (1-888-352-2842**) between the hours of 8am-5pm (EST) Monday-Friday.

Before you register, please be prepared to provide your DCF Student ID or Social Security Number and the title(s) of the child care training courses for which you need to schedule an exam.

Confirmation Letter

After registering for your exam(s), a confirmation letter is available at your Child Care Training Student Record. Select "My Student Information" option from the Personal Menu – Select "My Confirmations" tab to view and print exam confirmations.

It is **important to print a copy** of the confirmation letter because it includes the names of the exams you are registered for; location and directions to the exam site; date, time, and cost of the exam(s); how early to arrive at the exam site; **payment instructions** and the **cancellation** policy.

Review this information <u>carefully</u>, if you need to make any changes, you must do so **at least** 7 days prior to the exam.

Admission to the Exam Site

You must be registered for each Child Care Training Exam you want to take in order to be allowed entry into the exam site. Individuals are **not** allowed in the exam room unless they have been registered for an exam on that date and time at that specific exam site.

You should arrive at the exam site early and according to your confirmation letter. If you arrive late you will **not** be permitted to enter the exam site or to take your exam on that date. In addition, you will have to reschedule the exam through the Child Care Training Information Center (1-888-352-2842).

Bring the following items with you to the exam site:
- ✓ Required: Legal form of photo identification, (e.g. driver's license, passport, or student identification card). Please refer to your Exam Confirmation Letter for I.D. requirements and acceptable forms of photo I.D. **Please ensure that the name printed on your identification matches the name on your Child Care Training Transcript.**
- ✓ Two sharpened number two (2) pencils
- ✓ Your appointment confirmation letter

If needed, you may bring a pocket-size foreign language translation dictionary to use during the exam if the dictionary is free of any handwritten notes. Electronic dictionaries are **not** allowed. Translation dictionaries must not be in the same language as the exam you are taking. For example, if you are taking a Spanish exam, you may not use a Spanish translation dictionary.

You are **not permitted** to bring any people or personal items into the exam area other than those specified above. Please see your exam confirmation letter for specific instructions for your scheduled exam session.

Notification of the Exam Results

Within two weeks after completing and paying for your exam, the exam results will be available online through the Child Care Training System at www.myflfamilies.com/childcare**.**

Select "Training and Registry Login" link to log in. Once you have logged onto your record, select "My Student Information" option from the Personal Menu.

Select "My Exams" tab to view exam results. The Child Care Training Transcript will show a certificate number and date if the exam is passed. If you have any problems checking your exam results, call your local Training Coordinator for assistance.

Americans with Disabilities Act <u>Accommodation Request</u>

If you need to request special accommodations to take your exams, you must provide written notification to your local TCA *at least two weeks before you plan to take an exam*. The TCA will coordinate your exam site date with the Child Care Training Information Center after receipt of your written request. For contact information for your local TCA, please visit the Child Care web site at: www.myflfamilies.com/childcare and select "For Child Care Providers and Staff", then select "Child Care Contacts", then "Training Coordinators."