

## **Florida Birth through Five Credential Renewal PROCESS**

**NOTE: Birth Through Five Florida Child Care Professional Credential (FCCPC) Training Program and Renewal was previously referred to as the Florida CDAE Training Program. Credentials must be renewed every five years and must be current by December 31, 2008.**

The Birth Through Five Credential renewal program requires each individual holding a Birth Through Five Credential to complete specific renewal requirements every five (5) years relating to early childhood, child development, and the safety and care of young children.

Birth Through Five Credential renewal applications may be submitted no earlier than one (1) year prior to the expiration date of the active Birth through Five certificate.

Please send copies of documentation, not originals. Documents will not be returned. For complete and specific requirements and timeframes for renewal, please refer to the renewal application available for download below. Allow approximately two (2) to four (4) weeks for processing.

Birth Through Five Credential Renewal requires the following with supporting documentation:

1. Proof of an active Infant and Child First Aid and CPR Certificate based on date application is received,
2. Proof of one (1) of the following within the last five (5) years, based on date application is received:
  - a. 4.5 Continuing Education Units (CEUs), in any birth through five curriculum area;
  - b. Three (3) college credits in any birth through five curriculum area;
  - c. 45 clock hours completed at a Florida Career Education Center (public vocational or technical school), Florida Community College, or an institution licensed by the Florida Commission for Independent Education in any birth through five curriculum area; or;
  - d. Any combination of a. - c. equaling 45 hours of professional education training.
3. Proof of 80 hours work experience as an employee or volunteer with children ages birth through five (5) in a child care or educational setting within last 12 months, based on date application is received,
4. Proof of individual membership in a national, state or local early childhood professional organization within last 12 months, based on date application is received,
5. A letter of recommendation regarding competency in working with young children provided by an Early Childhood Education Professional such as the Child Care Facility Director, Assistant Director, Observer, or Lead Teacher,
6. Copy of the Birth Through Five certificate (formerly known as CDAE) that is being renewed. Through December 31, 2008, applicants may submit an inactive National Early Childhood certificate for renewal