

# VPK Provider Application Process

Provider completes AWI-VPK10, 11 & 20 and submits originals with documentation to ECS 100 Bell Tel Way #100, Jacksonville, FL 32216:

Documentation includes but is not limited to:  
Provider's Manual Acknowledgement Form, Direct Deposit authorization (if deposit info. has changed), Literacy Training Certificates, Educational Requirements, Gold Seal or other accreditation (if applicable), Director Credential, Level II Screenings, & VPK Calendar Worksheet

Provider submits Confirmation Request form to ECS to receive child confirmation numbers.  
See *VPK Child Enrollment Process*.

ECS returns the completed Confirmation Request form to provider. Provider writes the child's confirmation number on their original certificate of eligibility (coe) & mail the originals to ECS. When ECS has received the child's original COE, the child will be enrolled & ECS will mail attendance rosters to provider.

1. ECS notifies provider of receipt of application(s).
2. ECS reviews application and documentation, and submits request to provider for missing documentation. If documentation is missing, or application is incomplete, provider is considered Provisional.
3. When all documentation is received, ECS notifies provider by letter and/or email that they are approved to enroll children.
4. Once approved, provider's VPK profile will be available on the licensing website, whether provider is licensed, exempt, or a public school.

**Note: All registration roundups & VPK forms are available at [www.ecs4kids.org](http://www.ecs4kids.org)**