From: Episcopal Children"s Services
To: Brittney Spangler
Subject: The latest news for you
Date: Thursday, July 20, 2023 2:36:55 PM

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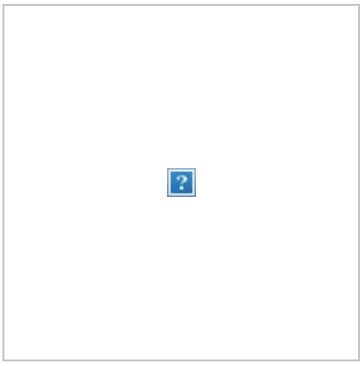

VPK Providers,

As you may know by now, the Division of Early Learning has decided to make the training for VPK FAST Administrators an annual requirement. Over the last couple of days, several questions have come in and I wanted to share with you some of the common misconceptions. In addition to this, I have pieced together the instructions on how to login and get to the trainings in Ren-U.

- Even though the FAST training is now an annual requirement, you do NOT have to have the training for the upcoming year prior to the expiration of your current training certificate expiration date. As long as you have completed the training prior to administering the FAST assessments, you are in compliance.
- The login for Renaissance-U is NOT the same login used to administer the FAST assessments. Please use the link provided in the attached document to ensure you are logging in on the correct website.
- Ren-U course records are received every Monday and sent to DCF. DCF imports are not automatic, and processing may take up to two (2) weeks.
- If you need to update information in your Ren-U profile, you will need to complete the form at the following link: **https://www.renaissance.com/request-support/**

If you have any additional questions, please email me at brittney.spangler@ecs4kids.org.

Thank you,
Brittney Spangler

FAST Training Instructions

Episcopal Children's Services | 8443 Baymeadows Rd., Suite 1, Jacksonville, FL 32256

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FAST TRAINING Instructions

To complete the VPK FAST training requirements, participants will need to register in Renaissance-U (Ren-U) using the steps below and complete **one** of the below courses that **meet** VPK FAST training requirements. VPK Program administrators, teachers, staff, and test administrators are **encouraged** to complete the highly recommended courses to support VPK FAST Star Early Literacy implementation.

The below Ren-U courses meet VPK FAST training requirements:
- VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (English)
- VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (Spanish)

Note, a review course is available which allow participants to move freely through the content to a specific section for review purposes only and certificates of completion will not be issued.

The below Ren-U courses are highly recommended to support VPK FAST Star Early Literacy implementation:
- VPK FAST Star Early Literacy Training Course for Star Early Literacy Screening Data and Reports
- VPK FAST Star Early Literacy Training Course for Star Early Literacy for Planning Targeted Instruction

A certificate of completion is issued in Ren-U for participants upon completion. Coalitions may accept this certificate or an individual's Department of Children and Families (DCF) Child Care Training Transcript reflecting the Imported Course, Florida Assessment of Student Thinking (FAST) Star Early Literacy. Note, these courses do not have hours or CEUs.

****Please note, the login you have for Renaissance-U is NOT the same login used for administering the FAST Assessments. Please use the link provided below for Renaissance-U. ****

Participants that have an **existing Ren-U** account should use the below instructions to access training.

1. To access Ren-U, login to the VPK Renaissance Testing Site or https://www.renaissance-u.com/#/login and enter the email address you used when registering and enter your password.
2. Once logged in, click this link https://www.renaissance-u.com/?KeyName=VPKFLCSPM.
3. A pop-up will appear on your screen and will display the Key Name as VPKFLCSPM. Click the blue Launch button.
4. Another pop-up will appear on your screen to confirm the new courses. Click the blue Course button. This will take you directly to the Courses page of Ren-U.

Participants that are **new to Ren-U**, should use the below instructions to create an account and access training.

Participants must carefully register by entering their information according to the below registration instructions for the course to be imported onto their DCF transcript upon course completion.

Ren-U course records are received every Monday and sent to DCF. DCF imports are not automatic, and processing may take up to 2 weeks.

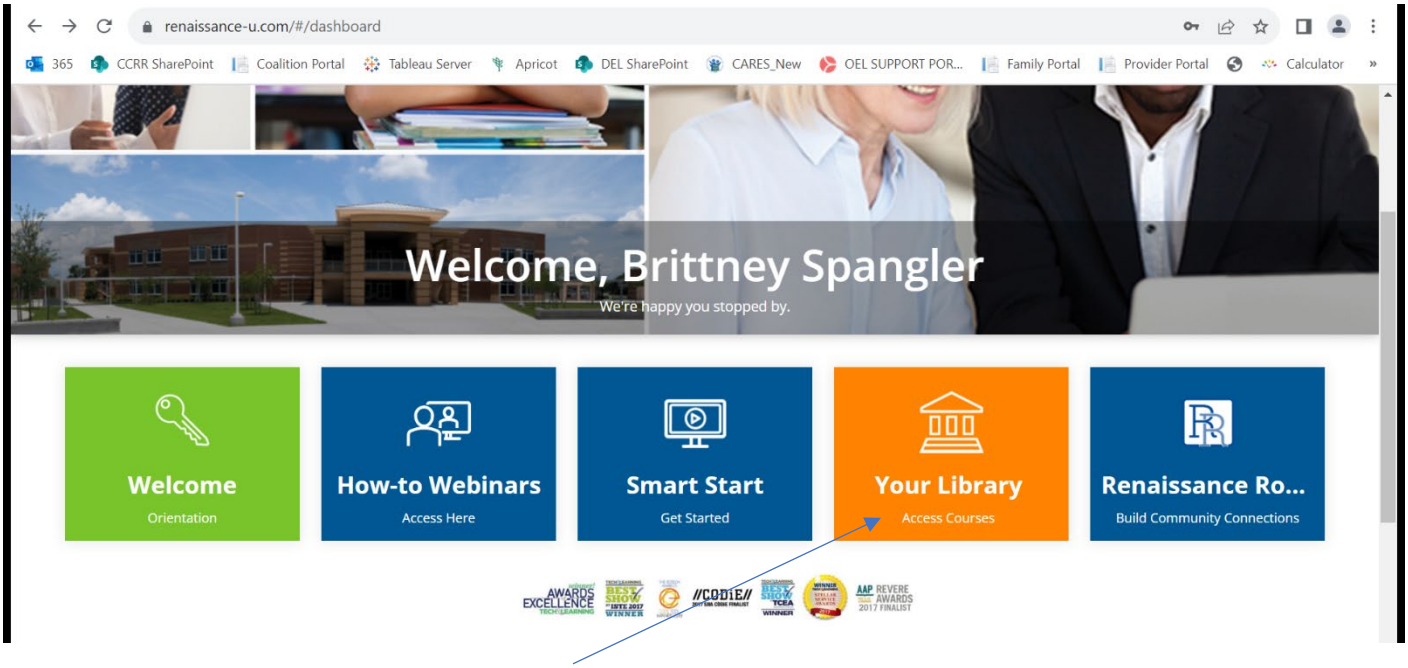
1. Click this link https://www.renaissance-u.com/?KeyName=VPKFLCSPM and complete the Sign- Up form by filling out all required fields.
2. **In the First Name field, enter your name as it appears in your DCF profile.**
3. **In the Last Name field, enter your name as it appears in your DCF profile.**
4. **In the Email field, enter the email address used to login to your DCF profile.**
5. **In the Job Title field, enter VPK FAST Test Administrator.**
6. **In the Employee Number field, enter your DCF Student ID.**
7. **In the Location field, enter your early learning coalition, ELC of North Florida.**
8. Verify all required fields have been completed according to the above registrations instructions and click Sign Up.
9. Now you will be directed to the Ren-U Dashboard. Click on Your Library to access the courses.

*****If you need to update information in your Ren-U Profile** you will need to **complete this form at the following link: (https://www.renaissance.com/request-support/).*****

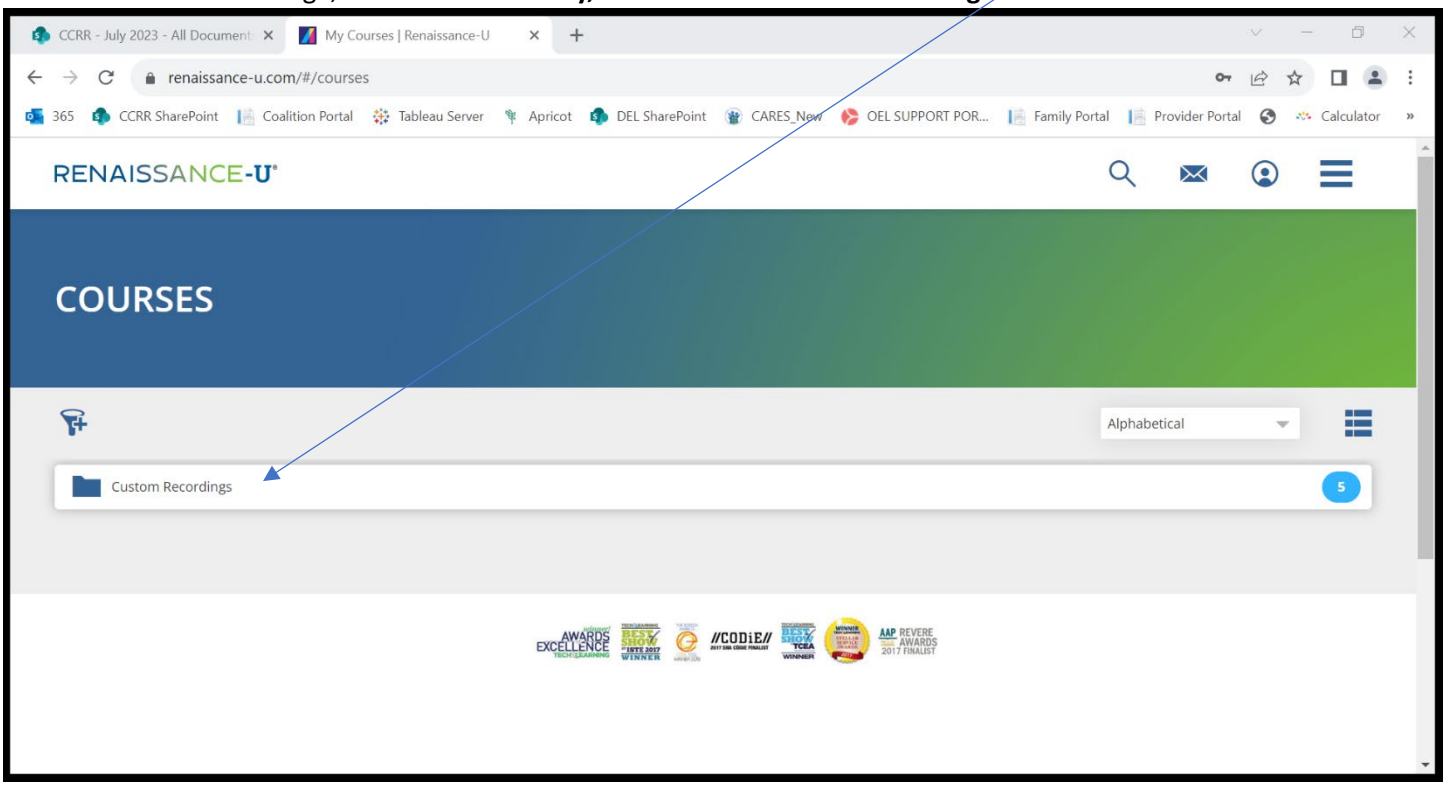
In the Product dropdown, select FAST/VPK/K-2 and include the following information: full name and email as they appear in both DCF and Ren-U profiles, DCF Student ID and your early learning coalition (ELC), which is the ELC of North Florida for providers located in Baker, Bradford, Clay, Nassau, Putnam, or St. Johns Counties.

When you log in, you should see the following Welcome Page with your name, as you can see mine below.

Welcome Page



Once on the Welcome Page, **Click** on Your **Library,** then **click** on **Custom Recording**



Once on this page, scroll down until you see the training you want to take and then **click the orange Start button** on the right. To determine which training to take, please review the information below. Certificates will pop up once your courses are complete.

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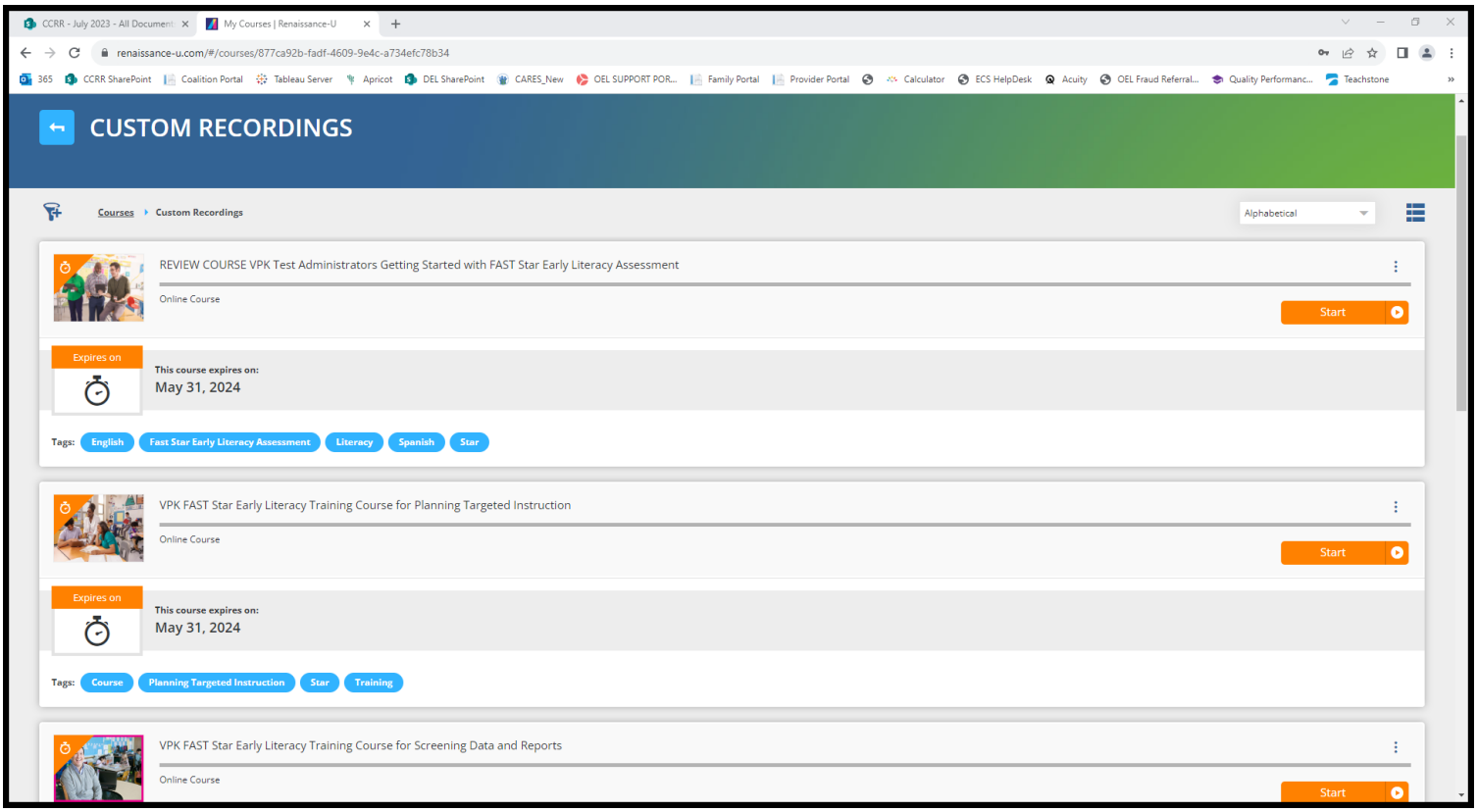

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If you still have trouble logging into your account, please email Brittney Spangler at brittney.spangler@ecs4kids.org, or complete a ticket through Renaissance Customer Support at the following link: https://www.renaissance.com/request-support/ .

THANK YOU,

Brittney Spangler
Episcopal Children's Services