

REN-U Annual Training Information

Available: **May 1, 2024**

The new training will also include 2 forms that will need to be completed by the test administrator.

These forms will need to be signed in ink. **NO electronic signatures.**

Once these have been signed, they will need to be emailed along with the course Certificate of Completion to Roushawn.saunders@ecs4kids.org.

To complete the VPK FAST training requirements, participants will need to register in Renaissance-U (Ren-U).

Please Note:

- You do NOT need to have the training for the upcoming year prior to the expiration of your current training certificate expiration date. The training **must** be completed prior to administering the FAST assessments (you will be in compliance).
- If the test administrator's current training is still valid and has not expired, the test administrator may complete the Test Administrator forms and submit the forms along with a copy of their current valid training course completion certificate.
- Once your current course training certificate has expired, please submit a new course training certificate showing that you have completed the new training prior to the other expiring.

Renaissance-U Enrollment Guidance

VPK programs are required to have a qualified test administrator administer the assessment to students. To be qualified as a test administrator, an individual must be employed by a private VPK provider or school district and complete, and document completion of, professional learning training that is designed to ensure consistent test conditions and test environment to increase and secure test administration and fidelity. To complete the VPK FAST training requirements, participants will need to register in Renaissance-U (Ren-U) and complete one of the below courses that meet VPK FAST training requirements.

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 Division of Early Learning **highly recommends** that VPK Program administrators, teachers, staff and test administrators complete the below courses to support VPK FAST Star Early Literacy implementation.

- VPK FAST Star Early Literacy Training Course for Screening Data and Reports
- VPK FAST Star Early Literacy Training Course 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.

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. The VPK FAST courses are listed under **Custom Recordings**.

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 Early Learning Coalition (ELC) Location field, select the ELC that serves your VPK program.**
6. **In the DCF Student ID field, enter your DCF Student ID as it appears in your DCF profile.**
7. Verify all required fields have been completed according to the above registration instructions and click Sign Up.
8. Now you will be directed to the Ren-U Dashboard. Click on Your Library to access the courses.

Update your Ren-U Profile to provide the requested information. A Renaissance representative will update your Ren-U Profile and will send email confirmation once complete. *DO NOT contact the DCF Child Care Training Information Center.* Please allow 3 weeks for any Renaissance-U training courses to be reflected on your DCF transcript.