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:

**FAMILY CHILD CARE HOME & FACILITY PART I COURSES**
- Child Care Facility Rules and Regulations
- Family Child Care Home Rules and Regulations
- Health, Safety, and Nutrition
- Identifying and Reporting Child Abuse and Neglect
- Child Growth and Development
- Behavioral Observation and Screening

**CHILD CARE FACILITY PART II COURSES**
- Infant & Toddler Appropriate Practices
- Pre-School Appropriate Practices
- School-Age Appropriate Practices
- Special Needs Appropriate Practices
- Basic Guidance and Discipline*
- Early Literacy and Language Development*
- Emergent Literacy for VPK Instructors*
- Early Childhood Computer Learning Centers*

*You must complete these courses before you schedule your exam(s). There are no exemption exams available for these courses.

**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.myflorida.com/childcare](http://www.myflorida.com/childcare). Click the “Register for Competency Exam” button at the top of the transcript.

**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 Services Exam Scheduling Center using a statewide toll free telephone number, 1-888-FLCCTIC (1-888-352-2842). The hours of operation are 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 on your transcript.

Please continue to next page…
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 **carefully**, 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 Services Exam Scheduling Center (1-888-352-2842).

Bring the following items with you to the exam site:
- Required: Legal and valid form of photo identification including signature. 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. Personal belongings may be placed in a designated area in the exam room; however, the administrators and proctors do not assume responsibility or liability for your personal items.

**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.myflorida.com/childcare](http://www.myflorida.com/childcare)

Click on “View My Transcript.” The Child Care Training Transcript will show a certificate number and date if the exam is passed. If you have failed the exam, a “Status” button will appear next to the course with additional information. If you have any problems checking your exam results, call your local Training Coordinator for assistance.

**Americans with Disabilities Act Accommodation Request**
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 and date with the Child Care Services Exam Scheduling Center after receipt of your written request. For contact information for your local TCA, please visit the Child Care Services web site at: [www.myflorida.com/childcare](http://www.myflorida.com/childcare) and select “Contacts.”

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