



Florida Department of Children and Families  
and the  
Florida Department of Education  
Office of Early Learning  
Voluntary Prekindergarten (VPK) Education Program



are pleased to introduce the

**Training Management System  
DOE-Approved Training Certificate of Completion Update Process**

**Now Available!**



**What is the Training Management System DOE-Approved Training Certificate of Completion Update Process?**

- The Training Management System was developed in collaboration with the Florida Department of Children and Families (DCF) to allow a child care provider/VPK participant an opportunity to access current professional development opportunities and update his/her DCF child care training transcript.

**What should a participant do to get a DOE-Approved Training Certificate of Completion updated on his/her DCF's Child Care Training transcript?**

- Mail or scan and email copies of the applicable certificates (review the cover page for the DOE training sessions that will be accepted), with the appropriate [cover page\\*](#), to their local VPK Regional Facilitator using the contact information listed below:

Mary Ann Goodrich, VPK Regional Facilitator,  
West Central Region  
(Charlotte, DeSoto, Hardee, Highlands, Hillsborough, Manatee, Pinellas, Pasco, Hernando, Polk, Sarasota)

[mgoodrich@elcpinellas.org](mailto:mgoodrich@elcpinellas.org)  
5735 Rio Vista Drive  
Clearwater, Florida 33760 Attention: Mary Ann Goodrich  
(Faxes will not be accepted)

Please send copies only. No materials will be returned to the sender.

\*Your Department of Children and Families (DCF) Identification number is required to complete the update to your transcript. If you need to find that number, go to [www.myflorida.com/childcare](http://www.myflorida.com/childcare) and view your DCF transcript. Your identification number is listed next to your name on the top of the transcript.