



## Steps for VPK Online Registration

Simply follow the directions below to enroll your child online:

1. Establish a login and account for your child at <https://familyservices.floridaearlylearning.com>
2. Complete application information about yourself and your child.
3. Upload and submit the required documentation electronically including a photo id, proof of Florida residency (example: water bill with parent name and physical address or Florida Driver's license with current address) and proof of your child's age. (example: birth certificate or immunization record with parent's name indicated)
  - o *Note: these documents must be uploaded as separate documents. Do not group all items into one file. They must be in pdf format.*
4. Once the application is reviewed, you will receive an email notification within 10 business days of submission  
NOTE: *You may want to check your spam filters to ensure the email was received.*
5. After your VPK application is approved, you will need to log back into your account. It will contain a link in which you can retrieve and print your certificate. *The Certificate of Eligibility is your "ticket" to the VPK program of your choice.*
6. Submit the Certificate of Eligibility to your VPK provider during enrollment.

If you would like to register your child in person:

1. Make an appointment with the Early Learning Coalition at 727-548-1436.
2. Bring copies of the required documentation when applying in person: Proof of residency and a birth certificate/proof of child's age (See examples above)
3. When the application process is complete, the parent will receive a list of certified providers and a Certificate of Eligibility by mail to present to the VPK provider of their choice.

**FOR MORE INFORMATION, VISIT [WWW.ELCPINELLAS.NET](http://WWW.ELCPINELLAS.NET)**