**VPK CERTIFICATE ONLINE INSTRUCTIONS**

**FOR PARENTS**

* **Online VPK registration website:**

**familyservices.floridaearlylearning.com**

* **Scroll to the green area-VPK/Apply for VPK**
* **Click on the link and follow the directions**
* **You will have to upload a birth certificate and proof of residence**
* **Answer all the questions “No”**
* **Type in information and choose school year program (540 hours)**
* **Electronically sign and submit**
* **In a day or two you will receive an email that your application was approved, or they need more information OR check your account on your own daily to ensure you do not miss anything.**
* **The email will be a “Do Not Reply” email or a Family Services email**
* **Once approved, go back into the account, and print out the VPK Certificate of Eligibility**
* **You must get the certificate this way; they do not send it to you**
* **Sign and date the certificate in the parent section**
* **Present to your child’s VPK provider ASAP via email or personally.**

**THANK YOU**