

TO COMPLETE A VOLUNTARY PREKINDERGARTEN (VPK) APPLICATION

1. Visit www.elcnwf.org, and click on the yellow button in the top-right. The button text says “[APPLY FOR VPK OR CHILD CARE.](#)”
2. Log into your account using your email address and password.
 - a. If you need to create an account, press “Click Here” to register.
 - Enter a valid email address, and create a unique password. (**NOTE:** Remember to write down your email address and password so that you will remember for future use.)
 - Open your email, and click the link in the email from OEL. This will register your account.
 - b. If you already have an account and you forgot your password, click “Forgot Password.”
 - Enter your email address and click “Continue.”
 - Open your email account, and there should be an email from OEL with a new password. Write down your new password.
 - Continue back to the Login page, and enter your email address and NEW password (provided in the OEL recovery email).
3. Click “Create a new VPK application.”
4. Fill in the required information. The required fields are marked with a red * (asterisk).
5. Upload an age verification document and a current proof of residence.
 - a. If you already have documents available on a removable device (i.e., jump drive), proceed with your uploads.
 - b. If you need assistance scanning your documents, please call 850-747-5400 or visit a public library.
6. Review your application and submit.
7. A Coalition specialist will review your application. Once they have done so, you will receive an email.
8. Please log out of your account and close the browser (i.e., Google, Internet Explorer, etc.)

FOR TECHNICAL ASSISTANCE, PLEASE CALL THE OFFICE OF EARLY LEARNING AT 850-717-8600.

ACCEPTED PROOF OF VPK ELIGIBILITY

Age Eligibility

- Birth Certificate
- Immunization record signed by the Public Health Officer
- Valid Military Dependent ID Card
- Certification of Baptism (with an affidavit stating the certificate is true and correct, sworn to or affirmed by the parent(s))
- Insurance Policy on the Child’s Life
- Passport or Certificate of the Child’s Arrival in the United States

Residence

- Florida Driver’s License (no P.O. Box listed as address)
- Utility Bill
- Pay Stub
- Rental Agreement (signed by the landlord and renter)
- Florida ID Card
- Property Tax Assessment (showing a homestead exemption)
- Military Orders (showing the child’s parent(s) are service member(s) in the U.S. Armed Forces and assigned to duty in Florida)