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St. Petersburg, Fl. 33702  
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727-578-0995 Fax

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As an employee of The Education Team, you will be required to go through various training modules. The modules are as follows:

**First week**- complete the training offered on our website, [www.theeducationteam.com](http://www.theeducationteam.com) Go to the main menu and select Staff Education. There are five short sections you will read. You do not need to take the tests.

**Within 30 days**- Go to [www.dcf.state.fl.us/training.shtml](http://www.dcf.state.fl.us/training.shtml) click on Child Care training at the top of the page. At the top of the page you will then click on, online training. Here you will register to complete the 40 hours of the clock hour classes as well as the early literacy birth through age three, required by DCF. Costs are minimal and determined by your course selection. On the same website, click on the blue button, register for courses and follow the directions. Please print out the document showing your registration, this needs to be faxed to The Education Team immediately. Our fax number is 727-578-0995.

**Testing**- after completing the 40 hour modules, you will contact the examination office to register for the exams. You can register by calling 1-888-FL-CCTIC (1-888-352-2842) or Email: [Child Care Training Information Center \(CCTIC\)](mailto:Child_Care_Training_Information_Center@DCF.state.fl.us).

**Within 90 days**- you must have taken and passed the 40 hour training class and exams either through DCF or an accredited site. Please be sure to give a copy of your completed transcript to the office.

*As a future employee, I agree to the training terms set forth by The Education Team. I know that this is my responsibility to stay on top of my training. I understand that if I fail to complete the above training, I will be ineligible to work until all training is complete.*

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Print name

\_\_\_\_\_  
Sign name

\_\_\_\_\_  
Date