

Guideline for Success: How to Earn Your FCCPC/CDE

Enroll

- Fax Student Enrollment Agreement and Accredited High School Diploma/GED to CDEA
- Pay Registration Fee to CDEA
- Purchase CDE Credential Training
- Receive Username/Password via email

Begin Credential Training and Process

- Download VCDE Credential Manual in Training Portal or order from CDEA
- Attend Information Conference Call

Continue Credential Training and Process Online

- Complete Formal Education online (120 hours)
- Attend 3 Conference Calls

Complete Credential Training and Process

- Complete 2 Mentor Observations
- Complete Portfolio as Outlined in the CDE Credential Manual
- Join CDEA or other approved Professional Organization

Submit Application for Credential Observation

- Ensure all steps on Application are complete
- Mail Application with ALL REQUIRED documentation and Credential Process Payment to CDEA
- Allow 6-8 weeks to schedule your Verification Visit once all paperwork has been sent

Receive CDE Credential/FCCPC

- The Credential Review Process takes 6-8 weeks after Verification Visit to complete
- CDE Credential will be issued after favorable recommendations by the Review Team
- CDEA will forward credential status to DCF for issuance of FCCPC/B-5 Staff Credential

*The above credential program is approved by Department of Children and Families (DCF) and licensed by the Florida Commission for Independent Education. **DCF FCCPC Program Number: 46A** **CIE, DOE License Number: 4002**