

## Universal PreK Prequalified Education Program Application Checklist

The Prekindergarten (PreK) Education Program “I’m Ready to Apply” checklist below is a tool designed to assist you with identifying and gathering the necessary information and documents as you prepare to submit your program’s PreK prequalification online application to become a recognized publicly funded private or public PreK education program. If your program has multiple sites, complete the checklist for each site.

Please note: In order to apply to become a prequalified PreK education program, your program must be in good regulatory standing with Department for Children and Families [Childcare Licensing Regulations](#).

Important! All program personnel must complete a criminal [record check](#) which includes fingerprinting and a criminal record background check clearance, and verified by the state, prior to submitting your prequalification application.

<b>Universal PreK Prequalified Education Program Application Checklist</b>	Yes, I have this information.	No, I still must gather this information.
<b>Requirement 1:</b> Do you know that your organization will not use public tuition money for religious education, religious materials, or worship?		
<b>Requirement 2:</b> Do you know your program’s quality rating? (refer to Bright Futures <a href="#">BFIS</a> )		
a. My program has NAEYC accreditation.		
b. My program has a minimum of 4 STARS with at least 2 points in each of the 5 arenas.		
c. My program has 2 or 4 STARS with an approved plan to obtain points in each of the 5 arenas. Do you know the date of the approved STARS Plan?		
<b>Program Information:</b> Public School District or Supervisory Union/District/Private Licensed Center/Private Registered or Licensed Family Child Care Home (select one)		
<b>Organization Type:</b> For Profit/Non-Profit/Head Start/Public School.		
<b>Application Type:</b> Renewal or New Application		

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<p><b>Program Physical and Mailing Addresses:</b> Verify all contact information with Bright Futures <a href="#">BFIS</a>. Please note it is critical that the program name, location, address, director's name, email etc. that is entered on the prequalification application matches exactly to your program information as listed in BFIS.</p>		
<p><b>Program Director Name and Contact Information:</b> Name/Position/Email/Phone. Remember to verify in <a href="#">BFIS</a>.</p>		
<p><b>Vermont Early Learning Standards (<a href="#">VELS</a>): Developing Self:</b> For each section, please indicate all of the goals on which your program's curriculum aligns with the VELs standards.</p>		
<p><b>Vermont Early Learning Standards (<a href="#">VELS</a>): Communication and Expression:</b> For each section, please indicate all of the goals on which your program's curriculum aligns with the VELs standards.</p>		
<p><b>Vermont Early Learning Standards (<a href="#">VELS</a>): Learning About the World:</b> For each section, please indicate all of the goals on which your program's curriculum aligns with the VELs standards.</p>		
<p><b>Personnel Qualifications:</b> Number of Vermont licensed educators your program has. UPK Personnel Qualifications require all PreK programs to have a Vermont licensed early childhood educator (ECE) or Vermont licensed early childhood special educator (ECSE). However, the specific requirements vary depending upon the type of early learning and development program.</p>		
<p><b>Personnel Qualifications:</b> For each Vermont licensed educator you will need the following information: <b>Name/Date of Birth/License Type/Expiration/Endorsement.</b> This information should be verified and entered as registered in Vermont Online Licensing System (<a href="#">ALIS</a>).</p>		

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<p><b>License Type:</b> I (Level 1), II (Level 2), E (Emergency), P (Provisional), R (Retired).</p>		
<p><b>License expiration date</b> for each licensed educator.</p>		
<p><b>Endorsement Type:</b> Select ECE or ECSE Vermont licensed early childhood educator (ECE) or Vermont licensed early childhood special educator (ECSE). List both if licensed in both ECE and ECSE.</p>		
<p><b>Capacity and Assurances:</b> Enter the number of sessions you operate per week. This is the number of AM/PM and/or full day sessions.</p>		
<p>a. Capacity total: the number of children you are licensed to care for at one time.</p>		
<p>b. Are you prepared to provide assurance that your program includes children with disabilities, or are you willing to include children with disabilities in your program?</p>		

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c. Are you prepared to provide assurance that your program will serve students for a minimum of 10 hours per week, 35 weeks of the school calendar year?		
<b>Child Care License Number.</b> I located our childcare license number on our CDD childcare license. I am ready to enter this number exactly how it is stated on our childcare license certificate. Information found in <a href="#">BFIS</a> .		

If you have answered “Yes” to all items on this checklist and decided that your program is “Ready to Apply”, please go to [PreK Prequalification Application](#) to complete and submit your application.

**Please note the following:**

- Applications must be submitted online; applications that are mailed or emailed will be returned.
- Once you log on to the [PreK Prequalification Application](#), be certain to answer all questions and when complete submit your application online.
- Upon submission, you will receive an email that the AOE has received your application. You will also receive copy of your application in PDF format.
- **Incomplete applications will not be processed.**
- Staff from the Agency of Education and the Department for Children and Families will review completed applications, verify content, determine eligibility, and notify applicants within 30 business days of receiving a completed application.
- If your application is denied, you may request reconsideration within 10 business days of notification of denial.
- The link to this *Readiness Checklist and online Application Instructions* and to the PreK Prequalification Application is located at [Universal Prekindergarten Applications and Renewals webpage](#).

**For more information, contact Wendy Scott, UPK Coordinator, via email [AOE.UPK@vermont.gov](mailto:AOE.UPK@vermont.gov)**