

## CHILD CARE INFORMATION



### Competency Exams

402.305(2)(d)1, 402.313(4) and 402.3131(3), Florida Statutes

#### Scheduling Your Competency Exam

[View](#) the fact sheet regarding competency exam scheduling information. (Click here to view the fact sheet in [Spanish](#).)

#### Who is required to pass the exams?

**Child care personnel** must begin the 40-clock-hour Introductory Child Care training within 90 days of employment in the child care industry and successfully complete training one (1) year after the date on which the training began, ***as evidenced by passage of a competency examination.***

Prior to caring for children in their homes, **operators of family day care homes** must successfully complete the department's approved 30-clock-hour Family Child Care Home training, ***as evidenced by passage of a competency examination.***

**Operators of large family child care homes** must successfully complete the department's approved 40-clock-hour Family Group Child Care Home training, ***as evidenced by passage of a competency examination.*** The 40-clock-hour Family Group Child Care Home training consists of the department's 30-clock-hour Family Child Care Home training course and 10-clock-hours in any of the department's Part II Introductory Child Care Training courses.

**Note:** Child care professionals completing any of the department's training courses that ended on or before December 31, 2003 received a certificate based on attendance. All child care professionals participating in any of the department's training courses that end on or after January 1, 2004 will have to pass a competency examination before they will be credited with successful completion of the course.

#### How do you register to take exams?

An individual enrolled in one of the department's training courses who has paid all course fees may register for the exam on-line. The course instructor, at the first class meeting, will provide direction for on-line exam registration.

OR

Individuals may pre-register for an exam appointment by contacting the Child Care Services Exam Scheduling Center using a statewide toll-free telephone number. [Click here](#) for information about scheduling an exam appointment.

#### Who do you contact for competency exam questions related to your specific exam?

[Local child care training coordinators](#) are available to assist you with specific questions regarding your competency exam, including but not limited to payment arrangements and special accommodations.

### **What is the format of the exams?**

The exams are administered in the form of a paper test booklet with a "bubble" style answer sheet at approved examination sites statewide.

### **Where will the exams be offered?**

The exams are offered at approved exam sites in each Child Care Training Coordinating Agency (TCA) service area. The exams are offered a minimum of two (2) Saturdays per month throughout each of the fifteen (15) child care training districts.

### **How many times can you take the exams?**

Individuals are allowed one opportunity, if they choose, to take the exams as an exemption from enrollment in child care training courses. Individuals that do not pass an exam for the purpose of exemption will be required to enroll in that child care training course. **Enrollment must take place in a state-mandated training course administered by an approved trainer.** Individuals will not be allowed to retake the exam until after their course is completed. Following completion of their coursework, there is no limit to the number of times an individual can take the exams before passing them.

### **What happens if you do not pass the exams?**

Child care facility personnel must demonstrate successful passage of the exams within 1 year after the date on which they began their initial child care training. Child care facilities will be held responsible for ensuring their staff successfully complete the necessary training, as evidenced by passage of exams, within the required timeframes. Child care facilities will be held responsible if they employ an individual that is not in compliance with the competency based training requirement.

For more information, please contact:

Child Care Training Information Center (CCTIC)

Telephone: 1-888-FL-CCTIC (1-888-352-2842)

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