



## Apply for a VPK Certificate of Eligibility

Your first step is to apply online and obtain a VPK Certificate of Eligibility (COE). This will be your “ticket” to VPK. Once you have this, you can bring the certificate to the VPK site of your choice and complete the registration process.

### To apply online, you will need the following:

- An active **email** address (check daily after you apply)
- A **computer**
- A **scanner or camera** to create a digital version of proof of your child’s date of **birth** AND proof of Florida **residency (utility bill)** **UPLOAD EACH DOCUMENT SEPARATELY**
  - **ANY name or address on documents must match exactly what is entered on the application**
  - **If parent listed on residency is different than parent completing application, that parent name MUST be listed under OTHER PARENT OR GUARDIAN.**
- Your child’s SSN - **social security number** (if available)
- Access to a **printer** to print out your VPK Certificate of Eligibility (COE)

**Step 1:** Scan/upload your proof of residence and proof of birth to your computer (PDF or JPG). You will be asked to upload these documents at the end of the application. If you are unable to scan you can take a picture.

**Step 2:** Visit the Coalition website ([www.elchc.org](http://www.elchc.org)). Select Families/Choose VPK for 4 Year Olds. On the following screen click on “Apply for VPK.” Begin the application process by choosing New User “Click Here” button. After you enter your email and password, you will have to go to your email to get a link that will activate your VPK Application account. Clicking on the link in the email will return you to your application. Proceed through the application. (NOTE: Online system works best with Google Chrome or Mozilla Firefox.)

**Step 3:** **Record the email address and password** below. You will need to return to the website to access your certificate and you MUST login using the exact email address and password that you entered at the start of the application.

**Step 4:** Check your email regularly. You will receive an email when there is an application status report available for you. You will either be told that your certificate is ready or that you need to provide further information or documentation.

**Step 5:** Once available, print the Certificate of Eligibility and bring it to the VPK school office for registration.

**Important to Note:** You may return to this website anytime (within 30 days), to check on the status of your application.

It is **CRITICAL** that you record the information below and save this in a secure place.

<http://www.elchc.org> (Click on Families/choose VPK for 4 Year Olds.)

Login Information: Email \_\_\_\_\_ Password \_\_\_\_\_

Hillsborough County VPK Hotline: 813-272-4516