

Early Childhood Education Application Packet

Course	Total Hours
Early Childhood Education	600 Hours

Program Requirements

All applicants must be 17 years of age by the first day of class.

Education Requirements

Early Childhood Education High School Diploma, GED or Higher Degree*

*To obtain your Florida Department of Children and Department of Education Combined Credential, you will be required to be at least 17 years of age and have received a high school diploma or GED.

**If you meet the above requirements,
please continue with this Application Checklist.**

All students are encouraged to review the HOW TO ENROLL steps at <https://fctc.edu/enroll/> .

Application Checklist

The following are required for a complete application packet.

- Ensure you have an **FCTC account**. Create your FCTC account at <https://fctc.edu/account/>. If you have an existing FCTC account, do not create a duplicate account.
- Request your **final official sealed high school or GED transcripts**. If you have an Associate degree or higher, this can be sent in lieu of high school or GED transcripts. Go to <https://fctc.edu/transcripts/> to learn how to submit your final official transcripts.
 - *If you do not have a high school diploma, please contact Recruiter@FCTC.edu to learn how to move forward.**
 - Once your official transcripts have been reviewed, you will receive an email detailing next steps. You will be notified if you need to schedule and take the CASAS assessment test. CASAS scores must be on file unless you meet the basic skills exemption requirement. *See below regarding accommodations.*
- Online Application:** FCTC will send you an email with instructions after your transcripts are received and reviewed. Complete your online application through your FOCUS account and submit.
- Complete **Florida Residency Affidavit for Tuition Purposes** and provide copies of two qualifying documents to prove residency.
- Background Screening** requirements (*separate fees apply*):

Early Childhood Education: A Level 2 Background Screening is required. When your application packet is complete, Admissions will send you background screening forms via email to complete. Follow the instructions carefully. Do NOT complete a background screening prior to receiving FCTC instructions; fees are non-refundable. The Background Screening for Early Childhood Education students must remain valid while students are enrolled in the program.
- Application documents should be uploaded to your FOCUS account. Please see **IMPORTANT STUDENT LINKS** in your FOCUS account portal and click on How to upload **ADMISSIONS documents** to FCTC.

Auxiliary Aid and Accommodations

FCTC provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please visit Student Advising in Building A at the FCTC Main Campus or email StudentAdvising@FCTC.edu.

FCTC does not make inquiries of a student concerning a disability or accommodations. Students with a disability, IEP or 504, etc. that are requesting special accommodations must meet with a student advisor and identify themselves prior to assessments and the beginning of classes. Self-advocacy is highly suggested. Please refer to the Student Handbook.

It is the responsibility of the student to ensure all paperwork has been submitted to Admissions.

Your application packet will be processed in the order it was received. Allow minimum of 15 business days for application processing. More time may be required during high volume periods.

Admissions will email a request for missing information and documents. Please respond promptly.

Once your application packet is complete, you will be contacted to pay the application fee. After the application fee is paid, you will receive an email detailing registration instructions.

Seats are limited and fill on a first-come, first-served basis. Please apply early. When/if a program is full, students will be emailed about Waitlist opportunities and next steps.

FCTC's primary method of communication is via email. Be sure to check your emails including spam/junk.

Contact Admissions@fctc.edu if you have questions.