

# DCF STATE CHILD CARE TRAINING REGISTRATION

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Please note that you are not registered until you have completed registration on the state childcare website and at Lake Technical Center.

1. Go to [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training).
2. Click **course registration** on the bottom left side of the screen.
3. Click **instructor-led courses**.
4. Enter your personal information.
5. For students with an existing training record, enter your LAST name and SSN/Student ID. For students without prior training record, you will enter your LAST NAME and SSN twice to confirm the information.
6. Enter your demographic information: Lake County; Lake Technical Center. *Make sure the months that the courses are offered show in the drop-down box.*
7. Scroll down and check the boxes to register for selected courses.
8. For payment options, click **pay later**. You will pay for the course at Lake Technical Center. Payment must be made before the class begins.
9. When your registration is complete, print the confirmation for your information. **Bring a copy of this confirmation to Lake Technical Center to show proof of registration on DCF website.**
10. Complete Lake Technical Center application and pay for course.

## ADDITIONAL IMPORTANT INFORMATION:

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The classes will be held at Lake Technical Center. Students must be on time and attend the entire class to get credit for these courses.

If you have Saturday classes, bring a bag lunch.