Operation of an Early Childhood Center
(Director’s / Administrative Credential)

In this 45-hour noncredit course, you will fulfill the course requirements for the foundational level credentials for directors/administrators of childcare centers, as set forth by Florida Children’s Forum; increase your knowledge and skill level in a variety of administrative areas; improve your ability to secure a good job directing a high quality center; and enhance your center’s ability to secure bank loans, corporate support and grants due to increased credibility.

- Childcare and education organizational leadership and management
- Childcare, financial and legal issues
- Non-discrimination and cultural sensitivity
- Assessment and documentation
- Monitoring health, safety and nutrition

And more!

Course No: 15005
Date: October 31 - December 7, 2017
Time: 5:30 - 9:30 p.m. (5) Tuesdays and (5) Thursdays
      8:00 a.m. - 4:00 p.m. (1) Saturday, November 4, 2017
      (No Class - November 21 & 23, 2017)
Room: CM 4108, LSSC Sumter Campus
Instructor: Connie Heil
Fee: $200*** (see below)

****The Teacher Education and Compensation Helps Early Childhood (T.E.A.C.H.) scholarship program may help cover expenses for the FCCPC courses and A.A.S. degree in child development courses. For more information on the TEACH scholarship, call 1-877-FL-TEACH (1-877-358-3224) or visit the T.E.A.C.H. Web site: www.teach-fl.com/

For directions to Sumter Campus, call 352-568-0001
Please Complete Term/Year, CRN, Course Title, Start Date, and Fees

<table>
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<th>TERM/YEAR</th>
<th>CRN</th>
<th>COURSE TITLES</th>
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<th>FEES</th>
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<td>15005</td>
<td>Director’s Credential</td>
<td>10/31/17</td>
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Registered By: ___________________________ TOTAL FEES $200

LSCC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

If paying by credit card, you may fax payment information to (352) 435-5044 or mail (See Above)

NAME: ___________________________  STUDENT ASSIGNED (X ID) NUMBER: ___________________________

BILLING MAILING ADDRESS: ___________________________  STUDENT PHONE: ___________________________

CITY: ___________________________ STATE: ___________________________ ZIP: ___________________________

□ Visa □ Mastercard □ Discover □ American Express

ACCOUNT NUMBER: ___________________________ EXP. DATE: ___________________________

AMOUNT: ___________________________  □ Submitted In Person □ Submitted By Email

□ Submitted By Fax □ Submitted By Phone

Office Use Only: Receipt No. ___________________________ Receipt Date: ___________________________

Paid by: ___________________________ Cashier Initials: ___________________________
Continuing Education
Lake-Sumter State College
Notification of Social Security Number Collection and Usage

In compliance with Florida Statute 119.071(5), The Business Resources Center (BRC) at Lake-Sumter Community College (LSCC) issues this notification regarding the purpose of the collection and usage of your Social Security Number (SSN).

The Business Resources Center at Lake-Sumter Community College collects and uses your SSN in order to perform the College’s duties and responsibilities. To protect your identity, the BRC will secure your SSN from unauthorized access and shall not release your SSN to unauthorized parties. Each student of the Business Resources Center will be issued a unique student identification number (X ID). Your unique X ID is used for all educational purposes of the BRC including registration and access to your college records.

Federal Legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSN’s to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Service.

In addition to the federal reporting requirements, the public school system in Florida uses SSN’s as a student identifier (Section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Continuing Workforce Education (PSA V) Registration Forms, Continuing Education Registration Forms, and Customized Training Registration Forms will request the student's SSN. All SSN’s are protected by federal regulations and are never released to unauthorized parties.

When the BRC participates in any Workforce Programs, funded through the Agency for Workforce Innovation (AWI), the BRC will use your SSN as an identifier for program enrollment and completion. Also, the SSN is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, AWI requires that all participants and their program related activities be recorded in the Florida state system. (Section 1008.39 Florida Statutes).