Dear School Readiness and VPK Providers,

It is that time of year again!  “Contract Season” for 2018-19 is just around the corner. The Office of Early Learning has created a Statewide Provider Portal. Your contracts for summer VPK and for the 2018-19 program year will be completed in this new portal. Your Provider Relations Team will be available to assist you as we transition to the new system. Please see below to register for in-person training or to attend our webinar. All in-person trainings will be the same, so please plan to attend only one. The webinar will cover the same topics as the in-person trainings. You will learn how to register for an account on the Statewide Provider Portal, how to complete your Provider Profile, how to request assistance through the portal and how to complete and submit your contracts for approval. If you attend in person, please bring your tablet or laptop and we can assist you in setting up your account on the spot. Additional trainings will be scheduled as needed.

**In person training opportunities (to be held at the ELC offices; 6301 NW 5th Way, Suite 3400, Ft. Lauderdale, FL 33309)**

February 6th 10am-12pm Link:  <https://www.eventbrite.com/e/statewide-provider-portal-training-tickets-42508316519>

February 7th 3pm-5pm Link: <https://www.eventbrite.com/e/statewide-provider-portal-training-tickets-42508351624>

February 8th 12pm-2pm Link: <https://www.eventbrite.com/e/statewide-provider-portal-training-tickets-42508374693>

February 12th 3pm-5pm Link; <https://www.eventbrite.com/e/statewide-provider-portal-training-tickets-42685828462>

February 16th 10:00am – 12:00pm Link: <https://www.eventbrite.com/e/statewide-provider-portal-training-tickets-42760367410>

**Provider Portal Webinar – *No Preregistration is necessary. Just click on the link below at the time of the webinar***Fri, Feb 9, 2018 10:00 AM - 12:00 PM EST   
  
**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/940766229>  
  
**You can also dial in using your phone.**  
United States: +1 (872) 240-3212   
  
**Access Code: 940-766-229**  
  
First GoToMeeting? Let's do a quick system check: <https://link.gotomeeting.com/system-check>

**Please take note of the following dates regarding the Statewide Provider Portal and your contracts:**

***February 23, 2018*** – all current providers should have created their account on the Statewide Provider Portal and completed their Provider Profiles

***March 30, 2018*** – contracts for Summer 2018 VPK should be submitted on the Statewide Provider Portal

***April 13, 2018*** – all current SR providers should have submitted 2018-19 contracts on the Statewide Provider Portal

***April 20, 2018*** – all current VPK providers should have submitted 18-19 contracts on the Statewide Provider Portal