

SEEC Application Guide

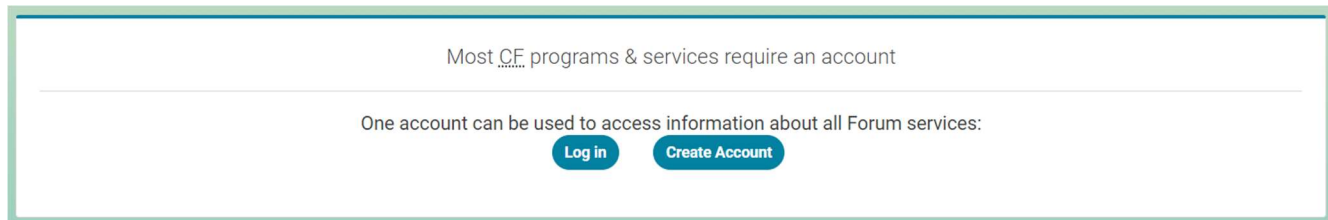


BEFORE you begin the SEEC application:

- Watch the informational video (if you haven't already).
[SEEC Informational Video \(English\)](#)
[SEEC Informational Video \(Spanish\)](#)
- Inform your Director that you are applying and they will receive an email from SEEC@thechildrensforum.com to complete steps in the Children's Forum Portal (CF Portal) once you submit your application. Share the *SEEC Application: Director's Guide* with your Director.
- Plan to complete your application on a **laptop or desktop** (not a phone/tablet). Chrome is the most compatible internet browser though other browsers can be used.
- Gather the following documents and information:
 - Personal email address
 - Proof of Florida residency (photo of Driver's license or other acceptable ID)
 - [DCF Transcript](#) printed within 90 days
 - High School (HS) Diploma or GED (regionally accredited) or other document showing proof of HS (e.g., college transcript or DCF transcript showing HS or higher education)
 - **Any non-US education documents must already be translated and evaluated**
 - Email address for director of your child care program
 - DCF license number of program where you work/volunteer.

Steps to Apply for SEEC

Step 1: Go to <https://login.thechildrensforum.com> and **Log in** to your Personal Account in the CF Portal. Or click **Create Account** and follow the account creation process and login.



Once you create an account, you will see this screen. Look for an email from registryportal@thechildrensforum.com with a link to set your password. You may need to check your SPAM.

Your Next Step

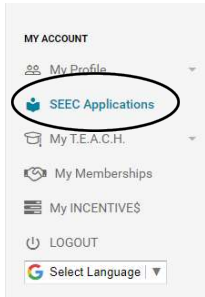
1. Check your email account (anotherfake@theprogram.com) for a message from "registryportal@thechildrensforum.com".
2. There is a link in the email. Click the link or copy/paste it into your browser.
3. The link will let you set your password. Enter your password into both boxes, then click the button.
4. Login with your new password!



If you don't get the email


Things to try:

1. Please wait at least 15 minutes.
2. Check your SPAM folder.
3. Add "registryportal@thechildrensforum.com" to your address book to ensure that our emails will reach your inbox.

Step 2: Once logged in, click the **SEEC Applications** tab at the top of the menu to the left of the screen.




Step 3: On the SEEC Applications page, submit required documents in each of the four upload boxes: Account Agreement, DCF transcript, FL Residency, HS diploma/GED. For each box, click the Add button  complete the information in the pop-up box, click  to upload a PDF of the document and click submit. **All 4 documents must be submitted before you will get access to the application.**

Step 4: Once all documents are submitted, **scroll to the bottom** of the page and click . **You will NOT see this button until** you have submitted all required documents at the top of the page.

NOTE: Forum staff must approve the documents for your application to be accepted **BUT** as soon as you have submitted all documents you will have access to start an application. If any documents get rejected, you will get an email notification from registryportal@thechildrensforum.com.

Step 5: Complete the pre-qualification survey and click **Yes-Apply Now**. **You will NOT see this button until** you have answered Yes to all of the questions. You or your director will be asked to provide documentation to support your responses.

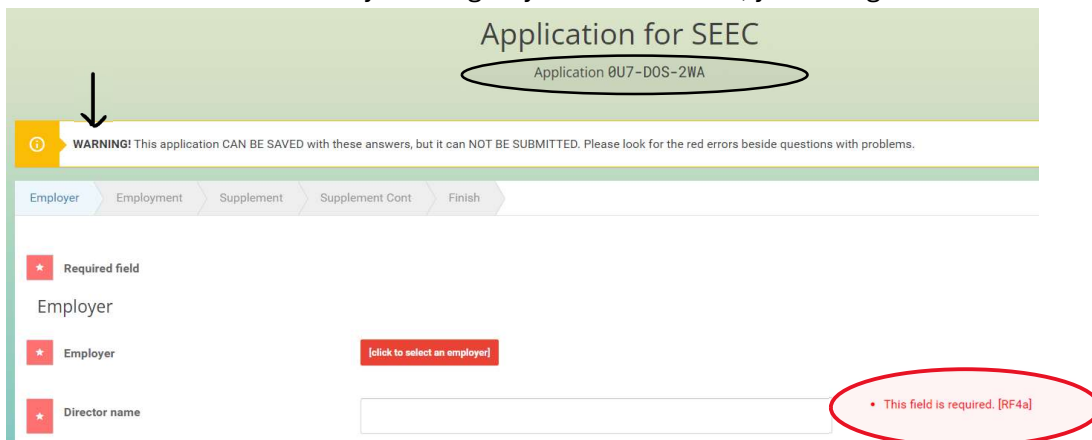
A screenshot of a pre-qualification survey. It contains six questions, each with a red star icon on the left and radio button options for 'No' and 'Yes'. The 'Yes' option is selected for all questions. The questions are: 1. Do you have a high school diploma or GED? 2. Have you completed the DCF mandated 30 (family-based) or 45 (center-based) hours of training? 3. Do you have reliable computer and internet access? 4. Are you able to dedicate six hours per week over 6 to 8 months for online trainings, virtual coaching, and other activities toward achieving a National CDA? 5. This application requires your employer to log in and verify your employment information. Are you committed to informing your child care employer that they must confirm your employment status? 6. This application requires that you do not already hold a staff credential. Can you confirm that you DO NOT already have an active or expired credential of any of these types: • National Child Development Associate (CDA) Credential, • Florida Child Care Professional Credential (FCCPC), • Early Childhood Professional Certificate (EPC)? Below the questions is a text prompt: 'Are you pre-qualified? Answer all questions to determine your eligibility.' and a button labeled 'YES - APPLY NOW' which is circled in red.

If you answer No to any of the questions you will see  and will not be able to apply. If your responses are in error, you can immediately change your responses and access the application.

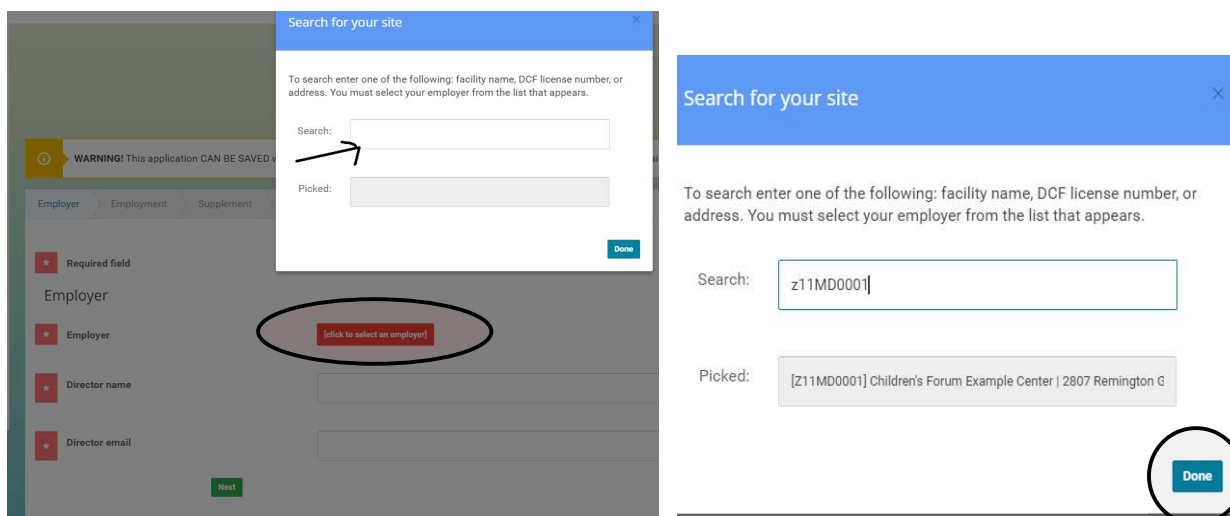
Step 6: Complete the application items on each page. Your application will auto-save when you click **Next** or **Previous** buttons. When you have completed each item and clicked **Save app** on the Finish page, your application will be submitted (and cannot be edited after that). Any time prior to submitting your application, you may stop and come back later to finish or go back to previous pages and change your responses.

Below are some important tips.

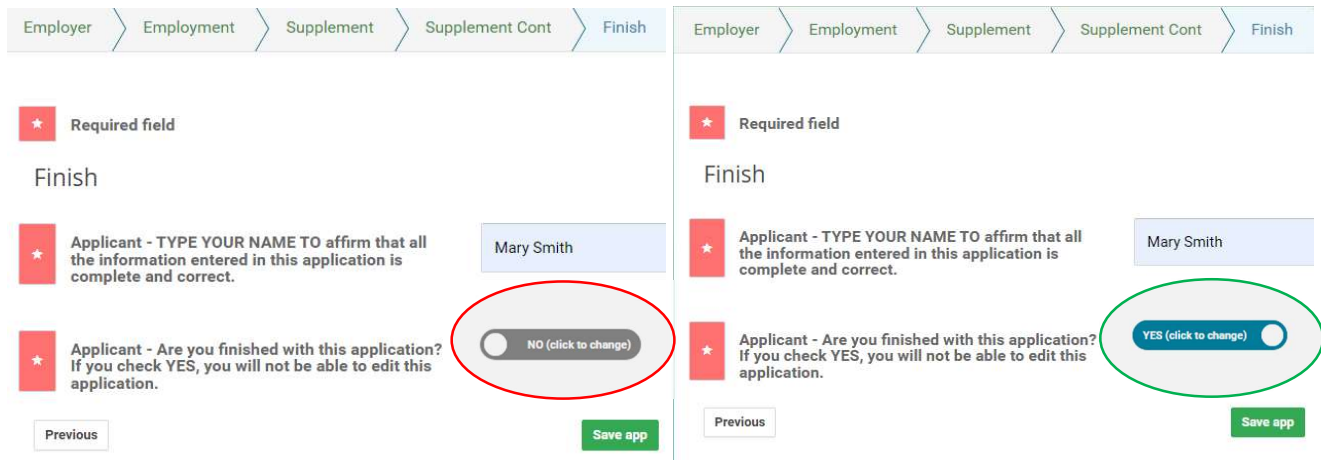
- Take note of the application number at the top of your application in case you need to contact the SEEC department for support at SEEC@thechildrensforum.com. See screenshot below.
- The yellow warning at the top of the application will be visible until you submit the application. It does not necessarily mean that there are any errors but if you see this note “**This field is required**”, be sure you have answered the item accurately. As long as you have done so, you can ignore that note.



On the Employer page, when you click **[click to select an employer]**, a box will pop up to enter your child care program’s DCF license or registration number in a search field. **NOTE:** Be sure to type the DCF license number exactly as it is in DCF (without any extra spaces before/after the number). You may also type the program address in the search bar. As you begin typing, a drop-down menu of child care programs will auto-populate. Select your employer and click **Done**.



- On the Finish page (last page), be sure to **change the response to the last item from No to Yes.**



- Once you have completed all of the items including changing the last response to Yes, **ONLY** click **Save app** when you are ready to submit. Once you click Save app, the application will be submitted and locked and can no longer be edited. You will see this Warning.



- Once submitted, your director will receive an email (to the email address you provided for them) requesting they login to (or create) their Business Account where they will need to complete a program demographics survey and provide employment information confirming you work for their program.
- If you need to change a response in your application after you have submitted it, email SEEC@thechildrensforum.com with the reason and your application number.

- You can see the status of your app at the bottom of the SEEC Applications page. The status may be:
 - **Waiting for Employer** (app submitted and waiting for your Director to finish their steps)

Pending applications

App ID	Created	Applying for	Status
THF-3BE-LX7	11/20/2024		Waiting for employer
CXA-QMA-ZQT	11/22/2024	Pending document verification	You and your director have finished the application. However, it is not complete until we have verified your documents. We are reviewing your documents now.
G2Y-2R2-K9Y	12/02/2024		Saved

- **Pending Document Verification** (you and your director finished your steps and Forum is verifying your documents).

- **Saved** (application has been saved but not submitted)