



# HOW TO REGISTER FOR EXAMS - DCF WEBSITE

As a childcare professional, if you are enrolled in one of the DCF's training courses, you must pass exams to successfully demonstrate competency.

1. Go to the following website: [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)
2. Click on the link [Training and Registry Login](#).
3. Login using your [Email](#) address and [Password](#) that you have with your DCF account.
4. On the next page, verify your personal information and Click on [save and continue](#).
5. On the next page, under your personal menu, select [Competency Exams Enroll/Unenroll](#).

**Child Care Training Information Menu**  
**Personal Menu**

- My Student Information
  - Transcript
  - CEUs
  - Courses
  - Exams
  - Florida Pathway
- Instructor Led or Online Courses Enroll/Unenroll
- **Competency Exams Enroll/Unenroll**
- Pay for Unpaid Courses and Exams
- Take or Resume Online Courses



6. In the next page, you are going to find a list of all the locations, dates and times that we have available for the exams. Choose the best option for you and click [NEXT](#).

Date	Time	Location	Address	Exam Enrolled / Exams Allowed
09/15/2016	6:30 PM	Palm Beach State College - Lake Worth - AH (Allied Health) 101	4200 Congress Avenue, AH 101 Lake Worth	0 / 3
09/16/2016	6:30PM	Palm Beach State College - Palm Beach Gardens - Moldon Hall - BB 111	3100 PGA Blvd. BB 111 Palm Beach Gardens, FL	0 / 3
09/18/2016	8:30 AM	NOVA Southeastern University	11501 N Military Trail Palm Beach Gardens	0 / 7
09/22/2016	6:30PM	Palm Beach State College - Boca Raton - BT (Boca Tech) 148	801 Palm Beach State College Drive Boca Raton	0 / 3
09/23/2016	6:30 PM	Palm Beach State College - Lake Worth - AH (Allied Health) 101	4200 Congress Avenue, AH 101 Lake Worth	0 / 3
09/25/2016	8:30AM	Florida Atlantic University (in Boca) College of Education - ED 115	777 Glades Road Boca Raton	0 / 7

7. Select [NEXT](#) to see all the exams that you qualify to take and are willing to take that day. The system by default will schedule the exam in English, so change if you need it. Click [NEXT](#) to confirm.

**Language**

**Exam limit for that day**

Language: English    Exam Limit: 3

Exam Module	Exam Name	Language	Exam Fee
<input checked="" type="checkbox"/>	FACR Child Care Facility Rules and Regulations (FACR)	English	\$6
<input type="checkbox"/>	BOSR Behavioral Observation and Screening (BOSR)	English	\$6
<input type="checkbox"/>	FCHR Family Child Care Home Rules and Regulations (FCHR)	English	\$6

8. If there is a green checkmark ✓, registration has been successful. Click on [Print Confirmation](#).

**Registration Results:** ✓ **You Have Been Registered!**

Users may unenroll from exams from the "Exam Unenroll" tab listed above.  
Users can also print exam information or print receipts for paid exams from the My Student Information "My Exams" tab.

\*Exams must be scheduled at least seven (7) days prior to the date you wish to take the exam.  
You may schedule the exam 48 hours after you make the payment for your course.