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## MEMORANDUM

TO: Prequalified PreK Programs  
FROM: Dr. Amy Fowler, Deputy Secretary of Education  
SUBJECT: PreK Qualification Extension and Renewal Application  
DATE: January 24, 2018

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Dear Prequalified PreK Program,

Recent review of Agency of Education (AOE) records indicate that your status as an approved prequalified private or public PreK program will expire between February 1, 2018 and June 30, 2018. Your expiration date was determined based on your 2015 approval date as a prequalified private or public PreK program.

In order to eliminate disruption of publically funded PreK education to three, four and/or five year-olds who attend your PreK program, the secretaries of AOE and Agency of Human Services have determined that your current prequalification status as an approved private or public PreK program will remain in effect through the end of the 2017-2018 school calendar year. This means that your program may continue to provide publically funded PreK education (10 hours per week for 35 weeks) to children through June 30, 2018.

### During this extension period, your program must:

1. Continue to meet all [ACT 166](#) requirements and comply with [PreK Rules](#);
2. Locate your initial date as an approved prequalified private or public PreK program on the Certificate of Approval that was provided to you by the AOE in 2015 or you can locate your approval date in the [Bright Futures Information System](#) listed under your program name/detail. Renewal applications may be submitted at any time but must be received by your due date below:

Original Approval	Renewal Application Due
February or March 2015	By April 1, 2018
April or May 2015	By May 1, 2018
June or July 2015	By June 1, 2018
August or September 2015	By June 15, 2018
October, November, or December 2015	By July 1, 2018

3. Gather all necessary program information and follow instructions\* to submit a renewal application to the AOE by due date listed above;

4. **Please note:** Failure to renew your application by the due date listed above will cause a lapse in your approved qualification status as a publically funded PreK program. If this lapse occurs, your program will need to re-apply for prequalification as if you had never been qualified.

\*To learn more on how to submit a renewal or new PreK application, look for “PreK New and Renewal Application and Instructions” document which will be posted on [Universal Prekindergarten](#) website. You will receive notification on or before January 31, 2018 via email and/or AOE weekly field memo when the official PreK application and instructions are available to access online.

For more information contact Kate Rogers at (802) 479-1454 or email [Mack.Jones@vermont.gov](mailto:Mack.Jones@vermont.gov).