

## Instructions for VPK Providers to Make Appointments for Summer VPK Certificates

- Providers must send an email to these two addresses: [mirtalyojeda@elcpolk.org](mailto:mirtalyojeda@elcpolk.org) and [karenroach@elcpolk.org](mailto:karenroach@elcpolk.org) to request an appointment.
- Provider must specify the number of applications that will be reviewed at the appointment.
- Provider must arrive on time for the appointment.
- If the provider is late, the counselor will sit with the provider and only do as many applications as time permits before the next appointment.
- If provider needs to cancel their appointment, an e-mail must be sent 36 hours in advance.