



LIFEGUARD & WATER SAFETY INSTRUCTOR SCHOLARSHIP

Vendor To-Do List

1. Fill out vendor registration form to become an approved vendor.
2. DOH will assess and approve vendor form. After approval, please follow instructions given to become a vendor in MyFlorida Marketplace. Click [here](#) for instructions.
3. Once approval is received from MyFloridaMarketplace, send registration via email to watersmart.DOHBroward.org.
4. As an approved vendor, recipients will reach out to you to take a lifeguard or water safety instructor course(s).
5. Students who are approved for the classes will present a scholarship certificate. All students will need to be evaluated to assure they meet course requirements.
6. Student must complete course training and receive lifeguard and/or water safety instructor certificates.
7. To be reimbursed, you must invoice DOH-Broward for the amount of each scholarship recipients enrollment fees for that specific course. You must submit the invoice with each scholarship certification number on the invoice. In addition, each training certificate must be attached as supporting documentation.
8. Invoice and documentation **MUST BE** submitted after every course with scholarship recipients, by submitting all supporting documentation to watersmart.DOHBroward.org