



Division of Early Childhood Development
Office of Child Care – Credentialing Branch

Application for Training Approval -- Core of Knowledge

This form is to be completed by the person responsible for a training program within an Organization, Corporation, Association, Agency or by an Individual. Send the completed form and all supporting documentation to the MSDE/OCC-Credentialing Branch, 200 W. Baltimore Street, Baltimore, MD 21201.

Date of Application: _____ Type of Application: ___New ___Renewal ___Revised

Individual/Organization Name: _____

Tax ID (SSN or FEIN) _____ Current Approval #'s _____

If an Organization, Contact Person: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ Email: _____

A. Individuals Applying for Training Approval – Answer questions below. *Documentation required for new applications and any changes to a previous application.

1. I am employed at a child care center. ___No ___Yes, Name of Center _____
2. I am a family child care provider. ___No ___Yes (**attach copy of registration**)
3. Did you attend college? ___No ___Yes, Number of credits earned _____ (**attach copy of transcript**)
4. Did you earn a degree? ___No ___Yes, Major _____ (**attach copy of degree**)
5. Do you have experience working directly with groups of children? ___No ___Yes If yes, what ages? _____
6. Do you have other experience that qualifies you to provide the proposed training? ___No ___Yes (**attach copy of resume and supporting documentation**)

B. Read and Sign

The Individual/Organization named above agrees to:

1. Provide a complete training proposal for each workshop to the OCC-Credentialing Branch prior to advertisement and presentation.
2. Offer training in accordance with OCC approval.
3. Maintain records of training provided, including:
 - A. The title and date of the workshop/seminar,
 - B. Brief synopsis of workshop
 - C. Number of clock hours, and
 - D. Copies of evaluation and workshop sign-in sheets.
4. Based on successful completion – Issue a certificate or statement of completion to each participant, which includes the workshop title, date, name of trainer/organization, number of clock hours, approval number, participants name, core of knowledge area, signature of approved individual or organization representative.
5. Provide to the OCC, a quarterly report of training activities.
6. Adhere to the established business practices as submitted to OCC.
7. Abide by the current code of ethical standards for approved trainers/organizations.
8. Provide all required information and documentation for first, renewal, and new or revised training applications.

IN ORDER TO BE RECOGNIZED AS AN APPROVED PROVIDER OF TRAINING TO REGULATED CHILD CARE PROVIDERS, I ACKNOWLEDGE THAT I HAVE READ THE ABOVE REQUIREMENTS AND AGREE TO COMPLY WITH THEM.

I hereby affirm that the above information given by me is true and complete to the best of my knowledge and belief. I further affirm that all attached documents are authentic and reflect true and accurate information.

Signature

Title (if applicable)

Date

SUBMIT ALL REQUIRED DOCUMENTATION / INCOMPLETE APPLICATIONS WILL BE RETURNED