

# Certificate Cover Sheet



## Voucher recipients only:

Upon receipt of a training voucher, you must:

1. Sign, date and present voucher to the trainer/ training organization to complete registration.
2. Successfully complete the training, unless prevented by good cause as determined by the Maryland State Department of Education (MSDE).
3. Upon successful completion of the workshop, seminar, or other course for which a training voucher was issued and used, the participant shall provide to MSDE a copy of the: (1) Transcript; (2) Grade slip; (3) Certificate; or (4) Documentation given by the instructor that indicates successful completion of the training.  
COMAR13A.14.09
4. Attach documentation of successful completion to this cover sheet and return to MSDE immediately. (Keep original for your records.)

**Mail to:** MARYLAND STATE DEPARTMENT OF EDUCATION  
DIVISION OF EARLY CHILDHOOD-CREDENTIALING BRANCH  
200 WEST BALTIMORE STREET, 10TH FL  
BALTIMORE, MARYLAND 21201

***Please note:*** Voucher recipients who do not successfully complete the training will be required to repay the amount of the voucher to MSDE and will no longer be eligible to receive a training voucher.

For more information, please refer to the “Provider Terms and Acknowledgement” section of your voucher.