



ECE Training Courses:

For approved training opportunities, visit:

www.marylandfamilynetwork.org

>Training>For Child Care Providers>Search
The Statewide Training Clearinghouse



How to apply:

Completed applications for training voucher and reimbursement can be mailed to:

Maryland State Department of Education-
Credentialing Branch
200 West Baltimore Street, 10th Floor
Baltimore, MD 21201

Applications for training voucher and reimbursement can also be submitted online. For online application, visit:
<http://earlychildhood.marylandpublicschools.org/>

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The Training Voucher & Reimbursement Program



Designed to assist child care professionals participating in the Maryland Child Care Credential Program at Level Two or higher with the costs of training and professional development.



*"Teachers affect eternity;
no one can tell where
their influence stops."*

~Henry Brooks Adams

Overview

Training Vouchers and Reimbursement are designed to assist child care professionals participating in the Maryland Child Care Credential Program at Level Two or higher with the costs of training for professional development.

Funds can be used for:

- Approved Core of Knowledge Training
- Pre-Service Courses
- Registration at state and national child care conferences

TIME TO LEARN

Pre-service courses for which you can use a voucher include:

- Child growth and development
- Infant-toddler care and development
- Preschool curriculum
- School-age curriculum
- Director (45-hour Administration)
- Family child care (24-hour Training)

Child care providers participating in the Credential Program at level two or higher are eligible to receive up to \$400 each year as long as funds are available.



Training Voucher:

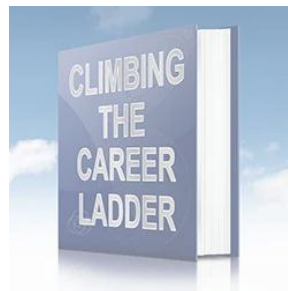
A training voucher application can be submitted for local, state, and national child care conference registration and for approved pre-service courses. Training vouchers can only be awarded to the organization/association sponsoring the conference or pre-service course.

The training voucher is issued to the participant. It will state the name of the conference/pre-service course, the sponsoring organization or approved trainer, and the amount of the voucher. The participant must present the voucher to the organization/trainer and use as payment for the training. The organization or trainer submits the voucher to the Credentialing Branch for payment.

Upon successful completion of the training for which the voucher was issued the participant shall provide a copy of the:

- Transcripts
- Grade slip
- Certificate
- Documentation from instructor that indicates successful completion of the training.

If without good cause, you fail to complete a training for which you were issued a voucher, you will be required to repay the amount of the voucher.



Training Reimbursement:

A training reimbursement application and required documentation can be submitted for approved training successfully completed no more than 180 days (6 months) before the date of the application submission. Reimbursements are paid within 30 days and the current credential year.

National Conference Documentation:

When attending a national conference such as NAEYC or NAFCC there are two ways to verify attendance and receive credit:

1. Request Continuing Education Units (CEU's)-most national conferences offer participants the ability to get CEU's for an additional fee.
2. Submit the conference certificate with the following information:
 - On the back of the conference certificate, write the title of the workshop(s) attended and have each trainer sign next to the workshop title
 - Submit both sides of the conference certificate and the description of the training from the conference booklet