



## ECE Training Courses:

For approved training opportunities, visit:

[www.marylandfamilynetwork.org](http://www.marylandfamilynetwork.org)

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



## How to apply:

Complete Applications for Training  
Voucher and Reimbursement on  
Maryland OneStop.

**Online Application:** Participants must be able to upload the required documents along with each application. Incomplete applications will not be processed.

The online application instructions can be found at:  
[earlychildhood.marylandpublicschools.org/](http://earlychildhood.marylandpublicschools.org/)

# 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 and professional development.

Funds can be used for:

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

TIME TO LEARN

Typical 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)  
Nine-hour communication course  
College courses (credit or non-credit)

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 registrations and for approved pre-service courses. Training vouchers can only be issued 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, or
- Documentation from instructor that indicates successful completion of the training.

When attending a national conference such as NAEYC or NAFCC, you can have the workshops you attended count towards your Credential.

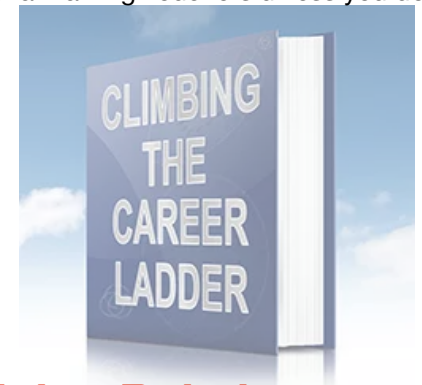
There are two ways to verify attendance and receive credit:

1. Get CEU's – most national conferences offer participants the ability to get CEU's for an additional fee.

2. Submit the conference certificate and booklet with the following information:

- On the back of the training certificate, write the title of the workshop(s) attended and have each trainer sign next to the workshop title
- Submit a copy of the training certificate (double-sided) and the description of the training from the conference booklet

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. You will not be eligible to receive additional training vouchers unless you do so.



## Training Reimbursement:

Training reimbursement applications and required documentation can be submitted for approved training successfully completed not more than 180 days (6 months) before the date of the application submission. Training reimbursement can only be issued to the credentialed child care provider. Reimbursement cannot be issued to a child care center/program or any other organization/agency.