Maryland STATE DEPARTMENT OF EDUCATION

Division of Early Childhood-Office of Child Care
Application for Training Conference or PDI Approval

The Individual and/or Organization that is sponsoring the training conference must submit application and supporting documentation to The Office of Child Care a minimum of ninety (90) days prior to conference date.

Instructions: Check the type of event you are requesting consideration for and complete information below. Submit this completed application with the following documentation attached:

☐ **Conference**
- ☐ Training Conference Brochure
- ☐ Agenda that includes a minimum of:
  - 6 hours of Training
  - Keynote Speaker/Address
  - Vendor and/or Networking Opportunities
- ☐ Content Description and Core of Knowledge Area for each Workshop Session
- ☐ Brief Biography of each Presenter
- ☐ Evaluation and Sample Certificate
- ☐ Assessment (if requesting Core of Knowledge hours)

☐ **Professional Development Institute (PDI)**
- ☐ PDI Advertisement or Brochure
- ☐ Agenda
- ☐ Content Description and Core of Knowledge area for each Workshop Session
- ☐ Brief Biography of each Presenter
- ☐ Evaluation and Sample Certificate
- ☐ Assessment (if requesting Core of Knowledge hours)

Title of Event: _____

Date(s) of Event: _____

Location of Event: _____

Sponsoring Individual/Organization:_____

Mailing Address:_____

Daytime Phone #: _____ FAX #:_____

Current Approval #'s_____ _____

Name of Contact Person (Organization):_____

Phone: _____ Email: _____

Total Number of Training Hours for the Conference/PDI:_____

Number of Training Hours for each Core of Knowledge content area:

_____ Child Development _____ Curriculum _____ Health, Safety, Nutrition
_____ Special Needs _____ Professionalism _____ Community

Email the completed form and all supporting documentation to:

Training Approval - TrainingCredential.msde@maryland.gov

SUBMIT ALL REQUIRED DOCUMENTATION / INCOMPLETE APPLICATIONS WILL BE RETURNED