

OFFICE OF CHILD CARE APPROVED TRAINERS MANUAL



Policies, Procedures and Guidance

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INTRODUCTION

There is a wealth of information that verifies the correlation of quality training to the quality of child care that is provided by child care professionals. Experts in the field of early childhood education and child development agree that training has the most influence on the quality of child care. In line with what the experts believe, Maryland's child care regulations include training requirements for both family and center child care professionals.

Training provides child care professionals with the tools necessary to ensure quality care in our state's early care and education system. Training delivers specific knowledge, or teaches a specific skill to the child care professional. We require trainers who understand children, child development, the business of child care, and how to utilize resources that reflect current early childhood research.

With the knowledge that a well-designed system of training ensures that Maryland's early care and education professionals are meeting the requirements of licensing regulations and ensuring that children are receiving high-quality care and educational experiences, the Office of Child Care developed regulations that outline the eligibility requirements for individuals and organizations to become approved trainers.

The training approval policies and procedures outlined in this packet reflect, and expand upon, the most current Child Care Training Approval regulations found in COMAR 13A.14.08.

We, at the Maryland State Department of Education, Division of Early Childhood (DEC), Office of Child Care (OCC), thank you for providing quality training to Maryland's child care community.

DEFINITIONS

Associated Trainer:

- An approved trainer who conducts training under the auspices of an approved training organization.

Child Care Automated Tracking System (CCATS)

- The Child Care Information System that houses all approved trainers, training organizations, approved training, and associated trainers.

Conference:

- A planned event for a group of participants that includes a minimum of 6 hours of training, a keynote, and assessment, an evaluation, and professional networking opportunities.

Continued Training:

- Training identified as elective training.

Core of Knowledge Training:

- Training identified as Child Development, Curriculum, Special Needs, Professionalism, Community or Health, Safety, and Nutrition.

Expert in the Field:

- An individual requesting to present a “one time” training at a conference or professional development institute and are not required to have a training approval number.

Individual Trainer:

- A person who provides training to the child care community independent of an organization.

OCC:

- Office of Child Care

Pre-Service Training:

- Training that is required by OCC to be taken prior to the issuance of a license, or staff approval.

Professional Development Institute (PDI):

- A one-time training event sponsored by an approved training organization that requires the submission of a Training Conference or PDI Approval Form along with the documentation listed on the form.

Training Organization:

- An affiliation of people that provides training to the child care community.

Training Conference:

- An event sponsored by an approved training organization that requires the submission of a Training Conference or PDI Approval Form along with the documentation listed on the form.

TRAINING POLICIES AND PROCEDURES

Statement of Ethical Standards:

As an approved trainer working with child care professionals, I commit myself to upholding a standard of excellence based on the depth and breadth in my subject area and to promoting professional development across the child care continuum.

Ethical Responsibilities:

- Support the development of competent and caring professionals to work with young children and their families;
- Make the welfare of children the deciding factor in decisions regarding work with adult learners. We shall not participate in or overlook practices that are harmful to children;
- Provide sound educational experiences that enable training participants to understand and provide for the optimal development of children and support for their families;
- Respect and address the needs of all adult learners by utilizing appropriate teaching methodologies;
- Respect each learner's knowledge and experience;
- Provide training that is based on current and accurate knowledge in the field of early childhood education, child development, adult development and learning, as well as other relevant disciplines supported by appropriately referenced bibliographies and handouts;
- Recognize and respect cultural differences and personal values;
- Be open to new ideas and be willing to learn from others;
- Ensure that information presented is consistent with all applicable licensing and training regulations;
- Ensure that every participant has been given a fair chance to succeed by providing the opportunity for diverse ways to demonstrate their competence and meeting the requirements for receiving a certificate;
- Participate in ongoing professional development both in my subject matter and in adult learning theory and practice so that I am able to present current, well-grounded information to training participants;
- Respect the integrity of training courses by following approved training course descriptions;
- Offer training and instruction only in areas in which we have or can obtain appropriate experience and expertise;
- Encourage the developing professionalism of the adult learners with whom we work;
- Inform other professionals, the public, and policy makers of the importance of the early years and the positive impact on society by having high-quality early childhood programs staffed by well-trained early childhood professionals;
- Serve as an advocate on behalf of children, families, high-quality programs and services for children, and professional development for the early childhood workforce.

Adapted from the National Association for the Education of Young Children – Code of Ethical Conduct Supplement for Early Childhood Adult Educators, 2004

Conflict of Interest (COMAR 13A.14.08.06)

In order to avoid the appearance of fraudulent activity, approved training organizations that own, or operate a child care center, or an individual trainer employed by a child care center, may not exclusively train their own staff and/or co-workers. Outside participants must be in attendance in order for the training to be valid for credit. The trainer must:

- Advertise to outside child care professionals;
- Keep a record of how advertising is conducted; and
- Have on file samples of advertising materials

Application for Approval
(COMAR 13A.14.08.0)

Application for Core of Knowledge and Continued Training

Requirements:

1. Completed Training Proposal Description Form (**Appendix A**)
2. Completed Planning Template (**Appendix B**)
3. Copy of handouts used during training
4. Copy of the Assessment
5. Copy of the Evaluation
6. Copy of Certificate Issued to Participants

Training Proposal Description Form Instructions

Please complete **ALL** sections on the Training Proposal Description Form.

Date: Must be entered. It does not always get stamped with the “Received Date,” so this will document when it was completed.

Training Type: Please select either New, Revised, or Title Change. If this is a new training, you must include all components required. For a revision of a previously approved training, please include the name and approval number of the training you are revising, describe the changes, and include the revised documents. If you are just changing the title to a training, please list the new training title next to number 3 and then write “this will replace” and include the old title.

Trainer Approval Number: You must include your approval number.

Numbers 1-3: Please complete all information.

Number 4 Presenter(s): Please write the name of the person(s) who will conduct the training. If this is a training organization, you can write “Associated trainers within the organization.”

Number 5: If you meet all of the Core of Knowledge education requirements, check the appropriate box. If you do not meet the education requirements, check the box for Continued Training.

Numbers 6-9: All must be completed. Number 7 just needs one to two sentences. You do not need to put the entire description. **The Core of Knowledge Chart can be found in the Appendix (Appendix C).**

Number 10: If you choose Competent, Proficient and/or Advanced level training, you will need to include any pre-requisite knowledge that you need the participants to have in order to successfully complete training.

Documents to be Submitted: This area of the application describes all the documents that will need to be submitted along with this application. Most will be entered on the Planning Template (see below).

Incomplete training proposals will be returned: If there is any documentation missing, your entire packet will be returned. You may resubmit the packet once all documents have been included.

Training Proposal Planning Template Instructions

The following provides applicants with the instructions to use in preparing the training proposal. Applicants should review the criteria used for scoring training proposals to ensure that their proposal has sufficient detail to allow the reviewers to make their assessments in the areas of content, organization, and presentation. A copy of the document is referenced in the Evaluation and Approval Procedures and can be found in the Appendix section.

Training Title:

- Provide the title of the training as it will be reflected in the automated tracking system, advertisements, and certificates.
- The title should clearly reflect the content of the training. If the training is part of a series, please indicate in the title that the training is "Session # of #."

Training Description:

- Provide a brief description of the training that includes who the training is for and the purpose of the training. If the training is advanced or proficient, provide the prerequisite (knowledge needed) in order to attend the training.

Training Objectives:

- There should be a minimum of three objectives; written in measurable terms. Example: Participants will list three characteristics of the training approval process. Objectives should reflect what participants will know and be able to do as a result of completing the training.
- The Core of Knowledge provides a framework and point of reference for developing objectives.
- Training objectives are to be written and tailored to specific domains and levels using the Knowledge and Competency Framework for Child and Youth Care Professionals as a guideline (one competency identifier per objective).
- Number each objective.

Detailed Training Timeline:

- Indicate the length of the training by specifying the number of clock hours for the entire training and timeframe for presenting each part of, and objective of, the training.

Detailed Lesson Plan:

- This section provides the information and activities that will accomplish the objectives. Presentation techniques should be presented, such as the use of small group activities/exercises, question and answer, lecture/guided teaching, video presentations, and so forth. Include modifications to accommodate virtual training if applicable.
- Identify the specific handouts that are used in this training and include copies of the handouts, including the Powerpoint with note pages, in the training proposal that is submitted to MSDE. Ensure that each reference is cited for the content of the handout.
- Include a variety of presentation methods (**Appendix D**)

Bibliography:

- Identify the specific references used to prepare the training, as well as additional references that participants may want to use following the training session.
- A minimum of three (3) current sources (within the last 10 years) must be used in developing the training proposal.
- Try to avoid websites that end in .com. Use books, articles and sources found in .org, .net, .edu sources (**Bibliography Resources - Appendix E**).

Bibliography Format:

The bibliography listing is to follow the APA style of recording. All work is to be listed in alphabetical order according to the first letter of the publication's title.

Book Format:

Author's last name, first initial. (Publication date). *Book title*. Additional information. City of publication: Publishing Company.

Magazine & Newspaper Article Format:

Author's last name, first initial. (Publication date). Article title. *Periodical title, volume number (issue number if available), inclusive pages.*

Website or Webpage Format (you may use .com sites sparingly, try to avoid)**Online periodical:**

Author's name. (Date of publication). Title of article. *Title of Periodical, volume number, Retrieved month, day, year, from full URL*

Online Documents:

Author's name. (Date of publication). *Title of work.* Retrieved month day, year, from full URL

Use the following as a guide for the bibliography page:***References***

Battery. (1990). *Encyclopedia Britannica.* (pp. 100-101). Chicago: Encyclopedia Britannica.

Best batteries. (December 1994). *Consumer Reports Magazine, 32, 71-72.*

Booth, Steven A. (January 1999). High-Drain Alkaline AA-Batteries. *Popular Electronics, 62, 58.*

Dell, R. M., and D. A. J. Rand. (2001). *Understanding batteries.* Cambridge, UK: The Royal Society of Chemistry.

Assessment:

Each workshop session must include an assessment in order to meet the requirements for the Maryland Child Care Credential. If an assessment is not part of the training, only continued training hours may be documented on the certificate.

- Assessment includes, but is not limited to, written or oral tests, demonstration, observation, portfolio, or a combination of methods. Trainer must provide documentation of a completed assessment for each participant.
- Assessment does not include general classroom discussion, general group participation, group classroom response, or unanalyzed observations or demonstrations.

Evaluation (Appendix F):

An evaluation form must be complete at the end of each training. The evaluation should include:

- The training content was clearly presented;
- The trainer demonstrated knowledge and experience;
- The trainer encouraged class participation and interaction with other participants;
- The trainer met the objectives of the training;
- Overall, the training met my expectations.

Certificate Requirements (Appendix G):

A copy of the certificate to be issued must be submitted with each training application and include:

- Name of trainer or organization
- Statement of successful completion
 - “successfully completed” for Core of Knowledge
 - “participated in” or “attended” for Continued Training
- Participants name
- Title as it was submitted and approved by MSDE
- Trainer Approval Number
- Training completion date
- Content area
- Clock hours
- Signature of presenter/trainer

For your convenience, a Training Proposal Checklist is available in the Appendix (Appendix H).

Application for a Pre-Service Training Number

Pre-Service Requirements

In order for pre-service courses to be considered, you must apply for a pre-service training number and be approved for pre-service training by the Office of Child Care. The application process requires:

- Completed and signed Application for Training Approval – Pre Service (**Appendix I**), and all requested documentation listed on the form.
 - Pre-Service Course Proposal Form (**Appendix J**)
 - Course syllabus
 - Bibliography – use the same format listed under the Core of Knowledge section.
 - Copy of the cover and table of contents of the required textbooks, handouts, and instructional materials
 - Completed content specific lesson plan (found at the following site):
<https://earlychildhood.marylandpublicschools.org/trainers/resources-trainers>
- Site includes:
1. PDF documents for lesson plans on child growth and development, infants and toddlers, and school-age children
 2. Downloadable outcome and indicator charts to assist in preparing training modules/courses on child growth and development; infant-toddler care and development; preschool curriculum; school-age curriculum; directing and administration; communication skills; and family child care.
- Copy of the Assessment
 - Copy of the Evaluation (same as Core of Knowledge Evaluation) for the overall course.
 - Copy of Certificate
 - All incomplete proposals will be returned.

Pre-Service Training Certificate Requirements (Appendix K)

Each certificate issued to a participant must include the following information:

- The logo or name of the approved organization – individual,
 - Printed name of the participant,
 - Title of the course
- Acceptable titles include:
- 45 Hour Child Growth and Development (Birth – Age 8)
 - 45 Hour Infant/Toddler Methods and Materials
 - 45 Hour Preschool Methods and Materials
 - 45 Hour School-Age Methods and Materials
 - 90 Hour Preschool Child Development & Methods and Materials
 - 9 Clock Hour Communication Course
 - 45 Hour Director (Administration) Course
 - 24 Hour Family Child Care Pre-Service
- Trainer approval number assigned by OCC
 - Course ID number
 - Number of clock hours received
 - Completion date of the course
 - Name and signature of the presenter

Evaluation and Approval Procedures of Trainings

- Training proposals are evaluated by the Training Review Committee on a bi-monthly basis. This committee is made up of experienced trainers who have 5 or more years of child care training experience.

- The training review committee will check for validity and reliability of referenced resources.
- Each training will be evaluated in the following three areas:
 - Organization
 - Content
 - Presentation
- The rubric used for evaluation can be found in the Appendix section (**Appendix L**).
- The proposal must meet the minimum score of 75/100 in order for it to be approved.
- If approved, the training will be entered into CCATS and you will receive an approval letter.
- If the score falls below 75, the application, training proposal and all other submitted documentation will be returned, along with a letter detailing what needs to be corrected, added, or modified. You may resubmit all documentation once the corrections have been made.
- Within 30 days, the training will be approved and an approval letter sent, or returned for revision.

Administrative Responsibilities (COMAR 13A.14.08.07)

Maintaining Your Training Approval(s):

Trainer Approval Number(s) are valid for 4 years. During this approval period, an approved individual or organization shall:

- Maintain records for each trainer, including: (1) The trainer's application and any documentation of qualifications; (2) Topics the trainer is approved to teach; and (3) The age group or groups for which the trainer is approved;
- Maintain records of training provided, including the: (1) Title of the workshop or course; (2) Workshop or course synopsis; (3) Number of clock hours; (4) Description of the population attending the workshop or course; (5) Dates each workshop or course was presented; (6) Names of the individuals attending each workshop or course; (7) Completed evaluation forms; and (8) Documentation of the assessment for successful completion used;
- Provide each training participant with a signed certificate or receipt indicating successful completion of each workshop or course which includes the: (1) Title of the workshop or course; (2) Number of clock hours received; (3) Date of the workshop or course; (4) Content area; (5) Name of the presenter; (6) Approval number assigned by the Office (trainer approval number and the course id number); and (7) If applicable, logo or name of the sponsoring organization;
- Submit electronically by the 15th of January, April, July, and October of each year of approval, a report of all training activities conducted, or report no training activity, during the previous 3 months;
- Have on file and make available upon request by the Office a statement of business practices, which includes policies on: (1) Registration; (2) Fee structure; (3) Session cancellation; (4) Refunds; (5) The requirements for successful completion; and (6) The issuance of training certificates; and
- COMAR 13A.14.08.05 D. Each individual, including an individual who provides training for an organization, who becomes approved to offer preservice, continued, or core of knowledge training shall:
 - (1) Attend at least two quarterly training meetings (includes the trainer conference), held by the Office, per year; and
 - (2) Document completion, within the initial 4-year period of approval and each subsequent 4-year period of approval, 24 clock hours of approved training related to: (a) The training of adults; or (b) The discipline for which the individual is approved.

In addition to these regulations, OCC has established the following policies:

- Keep on file a copy of your Trainer Approval Letter and Trainer Certificate;
- For organizations, maintain records for each associated trainer, including: (1) The trainer's application and any documentation of qualifications; (2) Topics the trainer is approved to teach; and (3) The age group or groups for which the trainer is approved;

- Completed training proposals can be submitted through mail, or submitted electronically at <https://docs.google.com/forms/d/1DXi-NGFFw460HbJ5uUXcFhW5xAnC23Gjg656Rzkv2xs/edit>.
 - Note - Training may not be advertised until course id number has been assigned and the approval letter has been received;
- Check the website periodically to ensure you are using the most current forms and to keep updated on any changes. All forms, due dates for proposals, and dates of quarterly meetings can be found at:

Maintaining Training Records

You **must** maintain a file (either paper or online) for each approved training that includes:

- Name, title, core of knowledge and hours
- Copy of approval letter
- Copy of the planning template/lesson plan
- Copy of all handouts
- Copy of a certificate

You **must** maintain a file (hard copy or electronically) for each training conducted. File **must** contain:

- Sign-in sheet (**Appendix M**) to include:
 - √ Title of workshop
 - √ Name of Trainer
 - √ Date and time of training
 - √ Core of Knowledge/Number of Hours
 - √ Course ID number
 - √ Signatures of participant
 - √ Trainers working in a child care business, should include a column that states Family Provider or Center Staff (Name of Center)
- Copy of graded assessment for each participant
- Copy of evaluation completed by each participant
- Copy of a certificate
- For pre-service training and series training, a sign-in sheet is required for each session/module presented.

Approved training must be conducted according to the approval received from the Office, including but not limited to:

- (1) The number of clock hours;
- (2) The core of knowledge area;
- (3) Use of the title approved by the Office; and
- (4) The format of the delivery may be face-to-face training sessions, e-learning, or facilitated webinars as approved by the Office.

Submitting Quarterly Training Reports

- Training conducted during the quarter, must be submitted to: <https://goo.gl/KglBsG>. You can only submit a total of 20 training per day organization.
- If training was not conducted during the quarter, a report is still required. Use the following link: <https://goo.gl/5j1Y0y> to report no activity.
- Include your email at the bottom of the reporting page in order to receive an email receipt. Keep receipts on file.

Note - Training records should be kept for the duration of your training approval and 5 years beyond the training approval expiration date.

Renewal (COMAR 13A.14.08.04 B.)

- All trainer approval numbers remain active for a period of four (4) years provided that the individual and/or organization continues to demonstrate competence and adhere to the Office of Child Care Training Approval regulations.

- The Individual and/or Organization must submit a completed Training Approval Application and other required documentation within 30 calendar days prior to the expiration of their current approval. Trainers have a 30 day grace period beyond the expiration date.

Documentation required for renewal:

- Renewal application;
- Proof of attending a minimum of 2 quarterly training meetings per year (includes the conference) during the approval period;
- A minimum of 24 hours of continued training during the four-year approval period related to adult learning principles and/or the Core of Knowledge content areas (including training documentation for Associated Trainers if applicable); and
- Current/Updated Business Practices/Policies.
- For organizations only – copy of a Certificate of Good Standing from the Maryland Department of Assessments and Taxation (COMAR 13A.14.08.04 A.(1).h).

Note - A renewal notice/reminder will not be sent prior to the expiration of the training approval. Failure to submit an application and all required documents will result in the expiration of the training approval.

For your convenience, a Renewal Checklist is available in the Appendix (Appendix N)

Complaints (COMAR 13A.14.08.08)

The Office shall:

- Investigate each complaint pertaining to the notice, content, or quality of training offered by an approved trainer or training organization; and
- Prepare a written report of the findings of the investigation.

Monitoring of Trainers and Organizations (COMAR 13A.14.08.09)

An approved trainer shall:

- Permit observation of training by an agency representative at any time during the training
- Upon request, make records required by COMAR 13A.14.07, available to an agency representative
 - Records/Files will be reviewed using the Approved Trainer Monitoring Tool (**Appendix O**)
 - An approved trainer may request satisfactory identification from an agency representative

Sanctions (COMAR 13A.14.08.10)

A. If an approved trainer or approved training organization violates any requirements of the Code of Maryland Regulations (COMAR) 13A.14.08 “Child Care Training Approval,” or is the subject of an action to suspend or revoke a child care license or family child care registration, the Office may:

- Enter into an agreement with the trainer or training organization detailing requirements for remedying the violation and achieving compliance;
 - Note: This does not apply to an action to suspend or revoke a child care license or family child care registration. An agreement for remedying the violation will be determined by the Licensing Office.
- Suspend the approval until remedying violation and achieving compliance; or
- Withdraw the approval.

The following policies have been added:

B. If the Office decides to suspend the approval, the Office shall notify the approved trainer or training organization in writing within 20 calendar days before the effective date of the suspension, stating the:

- Effective date of the suspension;
- Reason for the suspension; and
- Right of the trainer or training organization to appeal the decision of the Office.

C. If the Office determines the suspension of an approval is warranted, upon notification, the trainer may not conduct any future training. A trainer may be allowed to conduct training that is currently in progress.

D. If the Office decides to withdraw the approval, the Office shall notify the approved trainer or training organization in writing (within) 20 calendar days before the effective date of the withdrawal, stating the:

- (1) Effective date of the withdrawal;
- (2) Reason for the withdrawal;
- (3) Regulatory violation which is the basis for the withdrawal; and
- (4) Right of the trainer or (training) organization to appeal the decision of the Office.

Appeals (COMAR 13A.14.08.11)

A. An appeal may be requested regarding a decision of the Office to deny or withdraw the approval of:

- (1) An individual trainer;
- (2) A training organization; or
- (3) A specific training.

B. An appeal shall be submitted to the Office in writing, on a form supplied by the Office, within 30 days after the date of the denial or withdrawal letter (**Appendix P**).

C. The Appeals Committee shall:

- (1) Have full and final authority to hear and decide each appeal;
- (2) Render its decision on an appeal within 30 calendar days of the appeal filing; and
- (3) Within 5 working days after rendering a decision, notify the appellant in writing of that decision.

D. If the Appeals Committee upholds the appeal, the Office shall grant or reinstate the approval, in writing, within 5 working days of the decision of the Committee.

E. If the Appeals Committee denies the appeal, a notice will be sent within 5 working days of the decision of the Committee.

Adding/Dropping Associated Trainers

An approved training organization who hires/contracts an individual must conduct a vetting process to ensure that the individual meets the required regulations to be an associated trainer.

- The following documentation must be vetted for each individual applying:
 - Resume
 - Transcript
 - 3 reference letters
 - Letter indicating attendance at the Trainer Orientation
 - Training of Trainer (TOT) certificate(s)
- Complete the Associated Trainer Add Form (**Appendix Q**)
- Submit the following documents to the Office for approval (email is accepted):
 - Signed Add form
 - Copy of Trainer Orientation letter
 - Copy of the TOT certificate(s)
- Keep a record on file for each associated trainer. Records must include 24 hours of continued training during the organization's 4-year approval period.

Note - To request that an Associated Trainer be removed from your organization, submit a completed Drop Form (**Appendix R**) to the Office (email is accepted). Electronic copies of the Add and Drop Forms can be found at <https://earlychildhood.marylandpublicschools.org/trainers/resources-trainers>

CONFERENCES & PROFESSIONAL DEVELOPMENT INSTITUTES (PDI)

Application Instructions

- Submit a completed and signed application form (**Appendix S**).
- Indicate Conference or Professional Development Institute and include with the appropriate documentation with submission.

Requirements	Conference	PDI
Training Conference Brochure	√	√
Agenda	√	√
Minimum of 6 hours of Training	√	
Keynote Speaker/Address	√	
Vendor and/or Networking Opportunities	√	
Description and Core of Knowledge Area for each Workshop	√	√
Brief Biography of each Presenter	√	√
Evaluation	√	√
Assessment (if requesting Core of Knowledge hours)	√	√

Guidelines for Submission:

- Conferences and PDI's must be submitted to the Office of Child Care Training Department at least **60 days prior** to the date of the event in order to allow sufficient time for review and processing.
- Allow sufficient time when submitting to ensure participants have time to submit for training vouchers.
- All applications and documents must be mailed – no emails will be accepted.
- Any incomplete submissions will be returned.
- You may not begin registration until you have received your approval letter with the approval number.
- Approval number should be listed on the Conference/PDI registration form and certificates.

Online Training:

To apply as an online trainer/training organization, you will be required to:

- Complete the accreditation process for The International Association for Continuing Education and Training (IACET), or similar type of accrediting organization;
- Submit to the Office:
 - Application for Training Approval
 - Copy of the accreditation certificate
- When submitting training proposals, submit the following:
 - Training Proposal Description Form
 - Agenda
 - Course Outline
 - Assessment Form
 - Evaluation Form
 - Copy of Certificate

Required Forms, Meetings and Deadlines:

It is the responsibility of the trainer/training organization to ensure that the most current forms are utilized. All forms, quarterly training meeting dates and proposal submission deadlines can be found on the Training page of the Division of Early Childhood website at: <https://earlychildhood.marylandpublicschools.org/trainers/resources-trainers>.