



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
- 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
- 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

Send the completed form and all supporting documentation to the:

trainingcredential.msde@maryland.gov

SUBMIT ALL REQUIRED DOCUMENTATION / INCOMPLETE APPLICATIONS WILL BE RETURNED