

MARYLAND STATE DEPARTMENT OF EDUCATION

**Division of Early Childhood - Office of Child Care
Record of Professional Development Coursework**

Time Period Covered:

Month ___ Year ___ to Month ___ Year ___

Name: _____

During the 1st year, Family Child Care Providers must take 18 clock hours of continued training with a minimum of 12 clock hours in the following (4) Core of Knowledge areas: Child Development, Curriculum, Health, Safety and Nutrition and Professionalism.

Family Child Care Providers, Directors, and Teachers must take 12 clock hours of continued training annually with a minimum of 6 clock hours in the Core of Knowledge areas. Aides must take 6 clock hours of continued training annually with a minimum of 3 clock hours in the Core of Knowledge areas.

Date Registered or Hired _____

Position: ___ FCC Provider ___ Director ___ Teacher ___ Aide

Credentialing Level _____ **Expiration Date** _____

Course Title (Please add course number if known.)	*Core of Knowledge Area(s) (Indicate number of clock hours in the appropriate areas)						Electives (no more than 6 hrs)	Date Completed	Totals
	Child Dev	Curr	HSN	Spec N	Prof	Comm			
TOTALS									

<i>The following mandatory training must remain current.</i>	Expiration Date	Date
First Aid		Basic Health and Safety - Initial Training
CPR ___ Adult ___ Child ___ Infant		Basic Health and Safety – Annual Update

*Core of Knowledge areas are: Child Development (Child Dev), Curriculum (Curr), Health, Safety and Nutrition (HSN), Special Needs (Spec N), Professionalism (Prof), and Community (Comm)