



## **CHILD CARE TRAINING APPROVAL FREQUENTLY ASKED QUESTIONS**

---

### ***What is the Child Care Training Approval Program?***

Maryland's Child Care Training Approval Program is designed as a means to ensure quality of training offered to child care professionals in Maryland. This program is designed so that individuals/organizations are approved in accordance to the requirements identified in COMAR 13A.14.08. The ultimate goal is to ensure that child care professionals have access to quality training opportunities.

### ***Who needs to be approved to provide training in Maryland?***

All individuals/organizations, except community colleges; universities and approved national organizations, that intend to offer training to child care professionals.

### ***Why is Trainer Orientation required?***

Trainer orientation is a requirement for submitting a Training Approval Application. During the orientation session applicants will receive knowledge of the training approval process, requirements, and Core of Knowledge content areas. This is an opportunity for applicants to ask questions and get pertinent information to help with the application process.

### ***What benefits are there to being an approved trainer?***

Approved core of knowledge (COK) trainers are able to develop and deliver training that is accepted for the Maryland Child Care Credential and continued/elective training to meet licensing regulations. Child care professionals who access training opportunities from an approved trainer can be confident that the training content meets quality standards, is delivered following proper adult learning principles, and is correlated to meet Core of Knowledge content areas. Trainers can obtain continued training to enhance their own professional development and meet the training requirement for renewal by attending Quarterly Trainers Meetings

### ***How is the Child Care Training Application reviewed?***

Department of Early Childhood (DEC) staff and expert trainers review training applications and required documentation on a bi-monthly basis. Training proposals are reviewed by the Training Review Team composed of advanced trainers and DEC staff. They make recommendations for approval based on an established and approved rubric.

***What is a Trainer Approval number? How is it tracked?***

Training approval numbers are assigned by the automated tracking system. Each number is unique to the individual/organization and must be designated on training certificates issued to child care professionals.

***How do I know if my proposal is approved?***

The application and required documents are reviewed and approved by the Training Approval staff within the Division of Early Childhood's (DEC) Workforce Advancement Branch. Training proposals are reviewed by the Training Review Team, which is composed of advanced trainers and Workforce Advancement Branch staff. Recommendations for approval are based on an established and approved rubric.

***How long is my approval number valid?***

Approval numbers are valid for a 4-year period as long as the trainer/organization is operating within the regulations of COMAR 13A.14.08 and abiding by ethical standards. Renewal applications must be received 30 days prior to the expiration date of the approval number with all supporting documentation. Supporting documentation includes 24 hours of training in the training of adults, or the approved subject/domains, a record of all quarterly training reports that have been submitted, attendance at a minimum of 2 quarterly trainer's meetings, and the completed application.

***Can I submit my application and supporting documentation electronically?***

Yes. Applications and required documentation can be submitted to [trainingcredential.msde@maryland.gov](mailto:trainingcredential.msde@maryland.gov)

Submit training proposal submissions to [https://docs.google.com/forms/d/e/1FAIpQLScXOLUENPIRviMKYdRNqFCVLpQf6a4ONEh77IYF\\_pnVuhLDNw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScXOLUENPIRviMKYdRNqFCVLpQf6a4ONEh77IYF_pnVuhLDNw/viewform)

***Who do I contact to sign up for the required Training Orientation?***

Registration is available online at <https://earlychildhood.marylandpublicschools.org/trainers>. Orientation dates are given and you can click to register. If you have any questions, contact the Training Approval Coordinator at [trainingcredentialL.msde@maryland.gov](mailto:trainingcredentialL.msde@maryland.gov).