



Division of Early Childhood Development
Office of Child Care – Credentialing Branch

Application for Training Conference Approval

The Individual and/or Organization that is sponsoring the training conference must submit application and supporting documentation to The Office of Child Care – Credentialing Branch sixty (60) days prior to conference date.

Instructions: Complete information below and attach the following documentation:

- Training Conference Brochure
- Content Description and Core of Knowledge area for each Workshop
- Brief biography of each presenter

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: _____

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:

Office of Child Care – Credentialing Branch,
200 West Baltimore Street,
Baltimore, MD 21201.

DO NOT SUBMIT WITHOUT ALL REQUIRED DOCUMENTATION