

**MARYLAND STATE DEPARTMENT OF EDUCATION**  
Professional Development Plan for Continued Training

**Family Child Care Provider – 1<sup>st</sup> Year of Registration**

Name: \_\_\_\_\_ For the year: \_\_\_\_\_

Guidelines for use:

- Each family child care provider is responsible for completing continued training each year of registration at the rate of 18 clock hours during the first 12 months of registration.
- The provider should use this tracking sheet to plan and carryout their individual training plan. It is intended that the provider will take training in a variety of Core of Knowledge areas each year depending on their professional development needs and interests.
- It is the responsibility of the provider to complete the professional development plan for their licensing file and keep it updated.

**Core of Knowledge - A minimum of 12 clock hours in the following topic areas**  
**NOTE: Additional hours may be taken in the COK to complete the full 18 clock hours of required training.**

Plan to Complete (Date)	Topic Area	Actual Training Title	Core of Knowledge Area(s) (indicate number of clock hours in the appropriate area/s)							Date Completed (attach copy of certificate)
			CD	Curric	HSN	SN	PRO	Comm	Total	
	Child Development		3							
	Working with Mixed Age Groups			3						
	Health, Safety and Nutrition				3					
	Emergency Preparedness						3			

**Elective Training - Maximum of 6 clock hours**

Plan to Complete (Date)	Training Title	Number of Clock Hours	Date Completed (attach copy of certificate)

Other Required Training:		Expiration Date	Date Completed
Type	Title		
First Aid			
CPR			
SIDS Training			