ChildCareEd
How to apply for a Training Voucher from MSDE
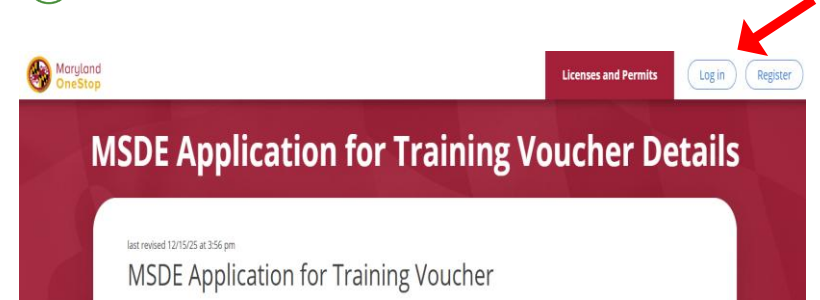
① Make sure you are eligible!
You need to be part of the Maryland Credentialing program at a **Level 2 or higher** (hint: your certificate of achievement will have at least 2 stars) You are eligible *even if your credential expired between July 1, 2024 and August 30, 2025.*

② Gather the following information:
➤ Social Security Number
➤ ChildCareEd account email
➤ CCATs # / Party ID # you can find it at the bottom right of your Certificate of Achievement or at the top right of your Award letter
➤ Your Center License or Family Child Care License number
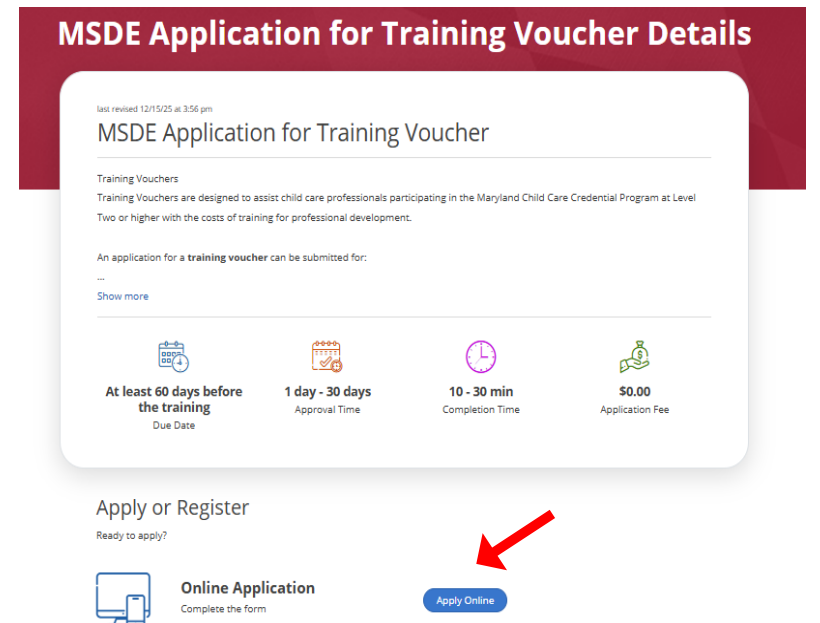➤ Select the training you want to take (read more in our flyer!)

Certificate of Achievement

Presented to

YOUR NAME HERE

By the Maryland State Department of Education, Office of Child Care
in recognition of the achievement of the
Maryland Child Care Credential Level Two

August 02, 2023
Issued

August 02, 2024
Expires

Angeline Bishop-Onhoko
Branch Chief, OCC - Credentialing Branch

Find your CCATS/PartyID here: ➤ **PartyID: *123456*** ◄

③ Log in or **register** for an **account** on **Maryland OneStop**

Maryland OneStop

Licenses and Permits   Log in   Register

MSDE Application for Training Voucher Details

last revised 12/15/25 at 3:56 pm

MSDE Application for Training Voucher

④ Scroll down until you see the **blue button "Apply Now"**

MSDE Application for Training Voucher Details

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MSDE Application for Training Voucher

Training Vouchers
Training Vouchers are designed to assist child care professionals participating in the Maryland Child Care Credential Program at Level Two or higher with the costs of training for professional development.

An application for a **training voucher** can be submitted for:
...

Show more

At least 60 days before the training	1 day - 30 days	10 - 30 min	$0.00
Due Date	Approval Time	Completion Time	Application Fee

Apply or Register

Ready to apply?

Online Application
Complete the form   Apply Online

Filling out the Training Voucher Application Form

⑤ **Start filling out your information**

⑥ **Complete** the remaining **background information** and input your **work information**

Application for Training Voucher

An application for a training voucher shall be accepted only for a pre-service training, a statewide conference, or a national conference. Applicants must hold a current Maryland Child Care Credential of Level Two or higher.

INSTRUCTIONS: Complete **all** information in the spaces provided. All applications must be accompanied by required documentation. Incomplete applications **will not** be processed. An application for a training voucher must be submitted not less than 60 days before the date of training.

Full Name

First Name*   **Middle Name**   **Last Name***   **Maiden Name**

Social Security Number *

··

Please enter a valid social security number

Annual Family Income *

CCATS/Party ID# *

From your certificate of achievement or award letter

Address Line 1*   **Address Line 2**

City*   **State***

Maryland

Zip Code*

Daytime Phone*   **Alternate Phone**

Email Address*

Use your ChildCareEd account email

Gender*

◯ Female

◯ Male

◯ Non-binary

Race and Ethnicity*

☐ White or Caucasian

☐ Black or African American

☐ Hispanic or Latino

☐ Asian or Asian American

☐ American Indian or Alaska Native

☐ Native Hawaiian or other Pacific Islander

☐ Another race

Age Range*

◯ 17-35

◯ 36-54

◯ 55 & above

Primary Language*

Select one:

◯ I am a Registered Family Child Care Provider in Maryland

◯ I work in a Licensed Child Care Center in Maryland

Center License #/Family Child Care Registration #*

Filling out the Training Voucher Application Form

⑦ **Check the 2nd option** for **Pre-Service Training** and **choose one of the 6 approved training courses**

All ChildCareEd courses are available in 40+ languages & are ADA-compliant

TRAINING INFORMATION (Select one.)

○ Conference

○ Pre-Service Training ⬅

> ➤ 45 hour Growth and Development Birth-age 12 ONLINE
> ➤ 45-Hour Infant and Toddler Curriculum
> ➤ 45-Hour Preschool Curriculum
> ➤ 45-Hour School-Age Curriculum
> ➤ 45-Hour Director-Administration ONLINE
> ➤ 24 Hour Family Child Care Pre-Service Training ONLINE

Title*

Copy the training title **EXACTLY** as it appears above:

Training Date*

MM/DD/YYYY Pick a day at least 60 days away

NOTE: An application for a training voucher must be submitted not less than 60 days before the date of training.

Trainer/Training Organization

Name*

H&H ChildCare Training Center / ChildCareEd

Street Address*

839 Quince Orchard, Suite D

City*

Gaithersburg

State

Select one... Maryland

Zip Code*

20878

Cost*

$ $399 for 45-hour training OR $299 for 24-hour training

Please choose an option:*

○ Upload a conference/pre-service training advertisement

If you choose this option: UPLOAD this training advertisement

○ Provide a link to conference/pre-service training advertisement

If you choose this option: you can **copy** and **paste** the **link** to the training course on ChildCareEd's website *(NOT the training title, the link to the class)*

⑧ **Verify, Confirm & Sign!** Review all information for accuracy, make sure you understand the terms & conditions and then **type your name in both boxes**. Don't forget to **check the box** before hitting **"Submit"**

All information on this application is true and accurate to the best of my knowledge. I understand that any false statement on this application will result in it being rejected. I further understand that if I receive a training voucher I will:

- Attend the Conference/Pre-Service training named on the voucher;
- Submit documentation to the Office of successful completion of the training;
- Be required to repay the amount of the voucher if I do not successfully complete the training for which it was issued; and
- No longer be eligible for training vouchers if I do not successfully complete the training for which it was issued.

Signature*

Your Name

✓ Text   ○ Draw

Your name here

Your name here

☐ **I agree to be legally bound by this document.** ⬅

Date*

12/29/2025   *should auto-populate, otherwise put the date

[Submit]

I've applied – now what???

Keep checking your OneStop account! Once you receive your voucher, **sign** & **date** it in **blue** ink, **scan** & **send** it to us at **grants@childcareed.com**. We will sign the Trainer Terms of Agreement & Authorization, send it back to MSDE & add your training course to your ChildCareEd account. EASY PEASY!