

# Training Calendar

- ▶ Registration and payment are required in advance for all classes
- ▶ Save 10% when you register online at [www.howardcountymd.gov/training](http://www.howardcountymd.gov/training)
- ▶ To register by phone or for additional information, call 410-313-1442



Workshops are held at the Office of Children and Families  
3300 N. Ridge Road, Suite 360, Ellicott City, MD 21043, unless otherwise noted.

SEPT • OCT • NOV • DEC 2017

## SEPTEMBER

### Basic Health and Safety Training

Wed., Sept. 6 / 6:30 - 9:30 PM / \$28

N. Pierre / 3 hrs HSN

This training provides basic information about critical health and safety topics for all child care providers to meet the requirement of the licensing regulation regarding training in basic health and safety areas. Key topics include: establishing and maintaining safe and healthy environments, teaching safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect and proper sanitation practices and procedures. Completion of this training does not meet regulatory requirements for specified training in Medication Administration, Emergency and Disaster Preparedness, CPR or First Aid.

### Medication Administration

Sat., Sept. 9 / 8:30 AM - 3:00 PM / \$55

C. Kemp / 6 hrs HSN

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Please bring a bagged lunch.**



### Basic Health and Safety Training

Mon., Sept. 11 / 6:30 - 9:30 PM / \$28

N. Pierre / 3 hrs HSN

This training provides basic information about critical health and safety topics for all child care providers to meet the requirement of the licensing regulation regarding training in basic health and safety areas. Key topics include: establishing and maintaining safe and healthy environments, teaching safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect and proper sanitation practices and procedures. Completion of this training does not meet regulatory requirements for specified training in Medication Administration, Emergency and Disaster Preparedness, CPR or First Aid.

### Awesome Arts for Preschoolers

Tue., Sept. 12 / 6:30 - 9:30 PM / \$28

C. Bethke / 3 hrs (2 CD, 1 CUR)

This interactive workshop explores The Arts as the ‘Language of Children’ and will focus on visual arts, music and movement, theater, and art appreciation. Participants will develop an understanding of process over product through hands-on experiences that can be used to extend children’s thinking.

### How to Create a Meaningful Lesson Plan

Wed., Sept. 13 / 6:30 - 8:30 PM / \$20

L. Watson / 2 hrs CUR

Using developmentally appropriate practices when planning lessons for preschool children is an essential skill to master when planning curriculum for young children. Participants will learn the importance of lesson planning and strategies to plan effectively to make learning engaging and meaningful for children.

### MSDE Accreditation: Orientation

Wed., Sept. 13 / 1:00 - 3:00 PM / FREE

J. Johnson / 2 hrs PRO

Get an overview of the early childhood accreditation and validation process. Become acquainted with standards, focus areas, supporting documents, self-appraisal and rating process. Learn about the validation process and discuss selecting a self-appraisal team. This workshop is required for programs (centers, preschools and nurseries only) pursuing MSDE Accreditation and Re-Accreditation.

### CORE OF KNOWLEDGE KEY

Each training workshop listing indicates the approved Core of Knowledge area(s), which identifies specific topics of interest you may need to achieve or maintain levels within the Maryland Child Care Credential program. The Core areas are abbreviated as:

- |                       |                                |
|-----------------------|--------------------------------|
| CD: Child Development | COM: Community                 |
| CUR: Curriculum       | HSN: Health, Safety, Nutrition |
| PRO: Professionalism  | SN: Special Needs              |



# Training Calendar

## 45-Hour Infant & Toddler Certificate:

### Methods & Materials

J. Johnson and J. Lentz / 6:30 - 9:30 PM / \$225

Sessions are held on the following Tues. and Thurs.

**September** - 14\*, 19, 26, 28

**October** - 3, 5, 10, 12, 17, 19, 24, 26

**November** - 2, 7, 9\*

This course introduces the major concepts, theories, principles and research related to the development and care of children birth to age three. For family providers, the regulations state those approved to care for more than two infants and toddlers must complete 45 hours of approved training related exclusively to the care of children younger than two years old. This class satisfies the regulation. To successfully complete the course and receive 45 hours of Core of Knowledge Credit, participants must:

- 1) Attend the mandatory first and last sessions, indicated with an \* above (Sept. 14 and Nov. 9).
- 2) Attend a minimum of 13 out of 15 sessions (documentation and homework will be required for absence approval).
- 3) Participate in sessions and successfully complete homework and/or assessments.

## Infant /Child and Adult CPR /AED Certification

Sat., Sept. 16 / 8:00 - 10:30 AM / \$45

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

## First Aid Certification

Sat., Sept. 16 / 10:45 AM - 1:15 PM / \$45

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

## Get Ready! Get Set! Transition

Mon., Sept. 18 / 6:30 - 9:30 PM / \$28

S. Peyser / 3 hrs (1 CUR, 1 PRO, 1 CD)

This workshop will help define the different types of transitions in an early childhood program and explore how they are difficult for children. We will explore different strategies to reduce the stress of transition on children and how child care programs can be proactive by making transitions smooth and fun.

## Including All Children and the ADA

Mon., Sept. 25 / 6:30 - 9:30 PM / \$28

D. Tobin / 3 hrs SN

Including all children in your child care program can be challenging if you don't understand what you are required to do. Come explore the requirements of ADA for early care programs, examine best inclusionary practices and learn about resources which can support you and your families.

## Effective Communication with Families

Wed., Sept. 27 / 6:30 - 9:30 PM / \$28

S. Burke / 3 hrs (2 COM, 1 PRO)

Examine communicating, building relationships, exploring diverse families and how to deal with difficult families. Engage in activities and learn strategies to use when communicating with all families.

## OCTOBER

### Center Aide Orientation

Wed., Oct. 4 / 6:30 - 9:30 PM / \$28

T. Harris / 3 hrs PRO

As a new Aide in the world of child care, there is a lot to know about your new career! Learn strategies for appropriate supervision, get tips to communicate professionally with parents and discuss the ins and outs of child care. **Meets the Center Aide Orientation requirement.**



A partnership between Howard County Public Schools (HCPSS) and the Howard County Office of Children and Families (OCF)

## Launch Into Learning School Readiness Series

Series begins Thur., Oct. 5 / 6:30 - 8:30 PM

HCPSS Staff / 12 hrs (6 CUR, 6 CD) / \$65

Centennial Lane Elementary School  
3825 Centennial Lane, Ellicott City, MD 21042

### Series Meets on the Following Thursdays

- |         |   |
|---------|---|
| Oct. 5  | Social Foundations                        |
| Oct. 12 | Language & Literacy                       |
| Oct. 19 | Mathematics                               |
| Oct. 26 | Physical Well-Being and Motor Development |
| Nov. 2  | Science                                   |
| Nov. 9  | Social Studies                            |

Series is facilitated by HCPSS staff, and focuses on kindergarten readiness and how early care and education professionals can support young children and families from birth to kindergarten. Each session focuses on a specific domain of learning aligned with the NEW Maryland standards to ensure children have support in all areas of development. Participants learn effective strategies, activities and resources to support children and families. Complete all six sessions to receive a certificate from HCPSS to market your participation to child care families.



# Training Calendar

## Medication Administration

**Sat., Oct. 7 / 8:30 AM - 3:00 PM / \$55**

**C. Fleming / 6 hrs HSN**

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Bring your own lunch.**

## An Excellent Educator Means...Being Intentional

**Wed., Oct. 11 / 6:30 - 9:30 PM / \$28**

**S. Peyser / 3 hrs CUR**

Participants will learn the importance of being intentional when working with all children. Through the use of videos, resource materials, and actively participating in small groups participants will explore developmentally appropriate practices in early childhood. They will also be given the opportunity to reflect on current practices and improve their teaching by incorporating more intentionality.

## Infant /Child and Adult CPR /AED Certification

**Sat., Oct. 14 / 8:00 - 10:30 AM / \$45**

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

## First Aid Certification

**Sat., Oct. 14 / 10:45 AM - 1:15 PM / \$45**

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

## CPR and First Aid Re-Certification

**Sat., Oct. 14 / 1:30-5:00 PM / \$85**

If your First Aid and CPR certifications are current and unexpired, you may attend this brief re-certification course. This workshop will review and test skills for both First Aid and Infant/Child and Adult CPR under the American Heart Association; certification is good for two years.

## Basic Health and Safety Training

**Mon., Oct. 16 / 6:30 - 9:30 PM / \$28**

**C. Bethke / 3 hrs HSN**

This training provides basic information about critical health and safety topics for all child care providers to meet the requirement of the licensing regulation regarding training in basic health and safety areas. Key topics include: establishing and maintaining safe and healthy environments, teaching safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect and proper sanitation practices and procedures. Completion of this training does not meet regulatory requirements for specified training in Medication Administration, Emergency and Disaster Preparedness, CPR or First Aid.

## Including All Children and the ADA

**Wed., Oct. 18 / 6:30 - 9:30 PM / \$28**

**D. Tobin / 3 hrs SN**

Including all children in your child care program can be challenging if you don't understand what you are required to do. Come explore the requirements of ADA for early care programs, examine best inclusionary practices and learn about resources which can support you and your families.

## Working with Mixed Age Groups

**Mon., Oct. 23 / 6:30 - 9:30 PM / \$28**

**T. Harris / 3 hrs (2 CD, 1 CUR)**

Working with a group of children who are different ages presents child care providers with unique challenges and opportunities. Learn strategies to overcome challenges, create daily schedules and meet the needs of each child. **Meets the Working with Mixed Age Groups requirement.**

## Conflict Resolution Strategies

**Wed., Oct. 25 / 6:30 - 9:30 PM / \$28**

**T. Green / 3 hrs PRO**

When conflicts arise in child care, it's important to know how to professionally and appropriately address the situation. Come examine what causes conflict, how to prevent conflict, strategies for handling a conflict and ways to build and maintain positive relationships with coworkers, families and friends.



## Medication Administration

**Sat., Oct. 28 / 8:30 AM - 3:00 PM / \$55**

**M. Conway / 6 hrs HSN**

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Bring your own lunch.**

## On Track: All Aboard for Developmental Progress

**Mon., Oct. 30 & Wed., Nov. 1 / 6:30 - 8:30 PM / \$40**

**J. Lentz / 4 hrs (2 PRO, 2 CD)**

Join us for an overview of the developmental screening tools and the benefits of using one. A review of the MSDE /OCC regulation, effective communication with families and the referral process will be addressed. Discuss how to choose a developmental screening tool, appropriate collection of information regarding children and the on-going process of screening children. **Must attend both nights to receive a certificate.**



# Training Calendar

## NOVEMBER

### BACK BY POPULAR DEMAND! Little Boy Blues

Mon., Nov. 6 / 6:30 - 9:30 PM / \$28

C. Bethke / 3 hrs (2 CD, 1 CUR)

Participants will learn about the struggles boys face and the biological and social influences which contribute to those issues. Participants will then explore strategies that can positively impact the success of young boys in early childhood settings.

### Teaching Problem Solving Throughout the Day

Wed., Nov. 8 / 6:30 - 9:30 PM / \$28

D. Tobin / 3 hrs CD

Problem solving skills are an essential part of a young child's development and must be taught using intentional strategies. Learn how to promote these skills in everyday activities as you explore how they affect children later in life.

### Basic Health and Safety Training

Mon., Nov. 13 / 6:30 - 9:30 PM / \$28

C. Bethke / 3 hrs HSN

This training provides basic information about critical health and safety topics for all child care providers to meet the requirement of the licensing regulation regarding training in basic health and safety areas. Key topics include: establishing and maintaining safe and healthy environments, teaching safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect and proper sanitation practices and procedures. Completion of this training does not meet regulatory requirements for specified training in Medication Administration, Emergency and Disaster Preparedness, CPR or First Aid.



### Communicating and Promoting Healthy Choices

Tue., Nov. 14 / 6:30 - 9:30 PM / \$28

C. Lothen-Kline / 3 hrs (2 HSN, 1 COM)

Sharing information with families about making healthy choices for themselves and their children can be a challenge. Explore ways to share in a fun and non-threatening way.

### SEFEL: Building Positive Relationships

Wed., Nov. 15 / 6:30 - 9:30 PM / \$28

L. Watson / 3 hrs (2 COM, 1 PRO)

Why are positive relationships with children and their families so important, and how do our attitudes influence them? Learn about key social-emotional skills children need upon entering kindergarten, and how they impact challenging behaviors.

### SIDS: Sudden Infant Death Syndrome & Breastfeeding Support

Thur., Nov. 16 / 6:30 - 9:00 PM / \$25

J. Johnson / 2.5 hrs (2 HSN + 0.5 hrs CT)

SIDS is the sudden, unexplained death of a healthy infant under 12 months. The cause of SIDS is unknown, but there are ways to make babies in your care safer. A SIDS class is required for family child care applicants and for any family provider seeking to become licensed for infant care. **Also includes the Supporting Breastfeeding in Child Care continued training workshop required to work with infants and toddlers.**

### NEW! Building Classroom Communities

Mon., Nov. 20 / 6:30 - 9:30 PM / \$28

S. Peyser / 3 hrs (1.5 CUR, 1.5 COM)

In a supportive classroom community, teachers and children come to know and care about each other and develop mutual regard and concern for each other, so that everyone can learn and grow. This workshop explores the elements of a caring classroom community along with practical strategies to create a personalized action plan for building a community in your program.

### An Introduction to ASQ-3 and ASQ Online

Tue., Nov. 21 / 6:30 - 9:30 PM / \$28

N. Pierre / 3 hrs (1.5 CD, 1.5 COM)

Come take a more in-depth look at the Ages and Stages screening tool, an MSDE-approved screening tool. You will learn how to properly administer the screening and interpret the scoring. Gain the confidence to not only administer the tool, but also learn how to discuss this screening tool with your staff and parents.

### The Child Care Provider as a Professional

Tue., Nov. 28 / 6:30 - 9:30 PM / \$28

T. Green / 3 hrs PRO

Gain a greater understanding of child care initiatives, resources, and professional organizations which can assist you in your business. Plus, examine a child care code of ethics for professionals as a resource.

### Emergency and Disaster Preparedness

Thur., Nov. 30 and Thur. Dec. 7 / 6:30 - 9:30 PM / \$45

J. Johnson / 6 hrs (3 PRO + 3 HSN)

Develop a comprehensive plan to follow when a disaster occurs. Natural disasters, medical emergencies, technological hazards and family and community concerns (disgruntled parents, missing children, pandemic flu) will be covered. Ensure that your plan addresses special needs, notifying parents, sheltering, resources, evacuation and other possibilities! **Must attend both nights to receive a certificate.**



# Training Calendar

## DECEMBER

### Medication Administration

**Sat., Dec. 2 / 8:30 AM - 3:00 PM / \$55**

**C. Fleming / 6 hrs HSN**

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Bring your own lunch.**

### Basic Health and Safety Training

**Mon., Dec. 4 / 6:30 - 9:30 PM / \$28**

**C. Bethke / 3 hrs HSN**

This training provides basic information about critical health and safety topics for all child care providers to meet the requirement of the licensing regulation regarding training in basic health and safety areas. Key topics include: establishing and maintaining safe and healthy environments, teaching safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect and proper sanitation practices and procedures. Completion of this training does not meet regulatory requirements for specified training in Medication Administration, Emergency and Disaster Preparedness, CPR or First Aid.



### Including All Children and the ADA

**Tue., Dec. 5 / 6:30 - 9:30 PM / \$28**

**D. Tobin / 3 hrs SN**

Including all children in your child care program can be challenging if you don't understand what you are required to do. Come explore the requirements of ADA for early care programs, examine best inclusionary practices and learn about resources which can support you and your families.

### Supporting Breastfeeding in Child Care

**Wed., Dec. 6 / 6:00-6:30 / \$5**

**J. Johnson / .5 hr CT**

This session meets the training requirement for the MSDE regulation regarding supporting breastfeeding in child care. Participants will receive ideas to welcome breastfeeding families and resources to support nursing mothers and their babies.

### Infant /Child and Adult CPR /AED Certification

**Sat., Dec. 9 / 8:00 - 10:30 AM / \$45**

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

### First Aid Certification

**Sat., Dec. 9 / 10:45 AM - 1:15 PM / \$45**

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### CPR and First Aid Re-Certification

**Sat., Dec. 9 / 1:30-5:00 PM / \$85**

If your First Aid and CPR certifications are current and unexpired, you may attend this brief re-certification course. This workshop will review and test skills for both First Aid and Infant/Child and Adult CPR under the American Heart Association; certification is good for two years.

### Sensory Sensitivity

**Mon., Dec. 11 / 6:30 - 9:30 PM / \$28**

**N. Pierre / 3 hrs (2 SN, 1 CUR)**

Gain a greater understanding of sensory integration and how sensory issues can impact all children, especially those with autism spectrum disorders. Learn sensory activities that will assist children in being successful in their learning environments.

### NEW! Developmentally Appropriate Practice: Infants and Toddlers

**Tue., Dec. 12 / 6:30 - 9:30 PM / \$28**

**J. Johnson / 3 hrs CUR**

Developmentally Appropriate Practice (DAP) is used with children of all ages to promote children's learning and development. Working with Infants and Toddlers requires constant use of DAP to meet the needs of all the children and their various developmental stages. In this interactive session, learn what DAP is all about and how you can use these principles to enhance your interactions with Infants and Toddlers.

## **Inclement Weather Cancellations**

The Howard County Office of Children and Families follows the Howard Community College (HCC) inclement weather policy

To receive immediate cancellation notifications, sign up for HCC Mobile Alerts at [www.howardcc.edu](http://www.howardcc.edu)  
Updates are also available at 410-313-1940

[www.howardcountymd.gov/children](http://www.howardcountymd.gov/children)



# Training Calendar

## Back to Basics: Understanding Nutrition Labels

Wed., Dec. 13 / 6:30 - 9:30 PM / \$28

C. Lothen-Kline / 3 hrs HSN

Planning nutritious meals starts with understanding what the labels on food actually mean! Come learn what to look for, what to avoid, and how to make smarter choices when planning snacks and meals for your program. Plus, make and taste some fun and nutritious snacks you can serve to the children in your program.

## Creating a Compassionate Classroom: Bullying

Thur., Dec. 14 / 6:30 - 9:30 PM / \$28

N. Pierre / 3 hrs (2 CUR, 1 CD)

Creating a caring early childhood environment reduces the need for children to assert themselves through negative behavior such as teasing and bullying. It is essential to address this undesired behavior before it takes root and grows. Learn strategies to create safe and compassionate environments where all children feel welcome, accepted and respected.

## NEW! Helping Children Cope: Recognizing and Responding to Childhood Trauma

Mon., Dec. 18 / 6:30 - 9:30 PM / \$28

J. Lentz / 3 hrs CD

Learn how educators can help children cope with trauma and how to respond to children who have experienced trauma. When a disaster or traumatic event occurs, such as a natural disaster or violent act, whether accidental or intentional, it can be stressful for people of all ages. Children tend to react to disaster and traumatic events based on their past experiences and what they know of the current situation.

**If you need this information in an alternate format, or need accommodations to participate, contact the Howard County Office of Children and Families at [ocftraining@howardcountymd.gov](mailto:ocftraining@howardcountymd.gov) or 410-313-1940 at least one week in advance.**



## CURRENT OCC WORKSHOP TRAINING REQUIREMENTS

Pending Regulations for 2017: look for updates on our website or in The MSDE Partners Newsletter. The Required Basic Health and Safety Training is available online through MSDE or in person through OCF.

### Family Child Care - New Applicant

- ♦ All six 4-hour Initial Training Modules
- ♦ 6-hour class in Emergency and Disaster Preparedness
- ♦ 6-hour Medication Administration
- ♦ 3 hours Including All Children and the ADA
- ♦ Infant /Child /Adult CPR and First Aid Certifications
- ♦ SIDS: Sudden Infant Death Syndrome and Supporting Breastfeeding in Child Care

### Family Child Care - First Renewal Year

- ♦ 3 hours of training in each of four areas: Child Development; Mixed Age Groups; Health/Safety/Nutrition; and Professionalism
- ♦ Current First Aid and CPR certifications
- ♦ 6 additional hours of approved training in any area

### Family Child Care - After First Renewal

- ♦ 6 hours of approved Core of Knowledge training
- ♦ 6 additional hours of approved training in any area
- ♦ Current First Aid and CPR certifications

### Child Care Center Staff

For current staff staying in the same positions:

- ♦ Aide/Assistant (6 hours per year)
- ♦ Child Care Teacher (12 hours per year)
- ♦ Child Care Director (12 hours per year)

New hires and staff moving to new positions are subject to additional requirements which may include:

- ♦ Center Aide Orientation
- ♦ 9-hour Communication Course
- ♦ Including All Children and the ADA
- ♦ Supporting Breastfeeding in Child Care

### FOR ADDITIONAL INFORMATION

- ♦ Howard County Office of Children and Families  
410-313-1940
- ♦ Howard County Office of Child Care  
410-750-8771

# Workshop Registration and Participation Guidelines



**REGISTRATION** is on a first-come, first-served basis. Payment is required at the time of registration. All receipts are e-mailed to the address provided at registration. This receipt is your confirmation of registration. Reminder emails are a courtesy and should not be viewed as the sole indication of registration. Pre-registration is required for all workshops. Registration and payment must be received by 4:00 p.m. on the day of the workshop for all weekday workshops (by Friday for weekend workshops). Same-day registrations accepted online until noon and by phone until 4:00 p.m. if space permits. Call 410-313-1442 (voice/relay) to check availability. Walk-ins are not permitted.

**PAYMENT TYPES/FEEES:** You may register online, by phone (credit cards only), by mail or in-person (credit card, check or money order). Credit card charges may appear as ACT\*Registration on your statement. There is a \$25 fee for returned checks.

**LATE ARRIVALS:** Workshops begin at the time stated in the calendar and on your receipt. **Plan to arrive 10-15 minutes early to sign in.** If you arrive after the workshop begins, you will be asked to leave and are not eligible for a certificate, credit or refund.

**CERTIFICATES:** Certificates will be mailed to participants who attend a workshop within 10 business days. All workshops are open to the public and are approved by the MSDE under training approval number CKO-30733.

**CHANGE/CANCELLATION:** If you cannot attend a workshop you have registered for, notify us at least 24 hours in advance to receive a credit for future use. Refunds will not be given unless the Howard County Office of Children and Families (OCF) cancels the workshop. If there are circumstances which require you to cancel, call 410-313-1442 and leave a detailed message. Messages must be left on the day of the workshop to be considered, and are handled on a case-by-case basis. OCF reserves the right to change the location or instructor of a workshop. If a workshop is canceled due to weather, instructor illness, etc., participants will be notified by phone by 4:00 p.m. If possible, the workshop will be rescheduled; participants will be notified by phone or email.

**REPLACEMENT CERTIFICATES** may be requested by emailing [ocftraining@howardcountymd.gov](mailto:ocftraining@howardcountymd.gov) or calling 410-313-1442 (voice/relay). There is a \$5 fee per replacement certificate within the past 12 months and \$10 for certificates older than 12 months.

**WORKSHOPS DESIGNED FOR ADULTS ONLY**  
Please make child care arrangements in advance.

This publication was produced as a work for hire for the benefit of, and with funds from, the Maryland State Department of Education.



MARYLAND  
FAMILY  
NETWORK  
Leading Maryland's  
Child Care Resource Centers




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## Howard County OCF Training Workshop Registration

NAME \_\_\_\_\_ BIRTHDATE (MM/DD/YY) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONES (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

EMAIL \_\_\_\_\_

POSITION TYPE  FAMILY CC  CENTER STAFF  OWNER /DIRECTOR  OTHER: \_\_\_\_\_

WORKSHOP TITLE	DATE	COST
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

Please indicate if you require any accommodations to attend and our staff will contact you \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_

**Registration and payment are required in advance for all classes and workshops.**

Make Check/Money Order Payable to: Howard County Director of Finance

Mail Form and Total Payment to: Howard County OCF, 3300 N Ridge Rd, Suite 380, Ellicott City, MD 21043