

Name _____

Training Summary

Dates covered **issued date to expiration date**

Training Requirements to Renew Credential:

Acquire 90 clock hours of training during the three (3) years between issue date and expiration date of current credential, of which:

- (a) No more than 45 clock hours of self instructional/online training will be accepted
- (b) 90 clock hours are required- 60 in child development topics, 30 in business topics (ex. budgeting, marketing, staff meeting, hiring staff, etc.)
- (c) College credit hours that meet Minimum Standards 746.1027 or 746.1029 may be used to meet training requirements (For a three (3) hour credit course, ecmi will recognize 45 clock hours of training.)
- (d) Acquiring 30 hours of training per year is recommended to ensure required training hours for renewing the credential are met prior to expiration date of credential.

Please list and attach copies of certificates in chronological order of the training you attended since **issued date**.

Date <small>mm/dd/yyyy</small>	Topic	Name of Instructor	No. of Child Devel. Hrs.	Business Hrs.	No. of online Self Study or	Classroom

