

How to apply for a 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 state the level and have at least 2 stars). You are eligible **even if your credential expired between July 1, 2024, and August 30, 2025.**

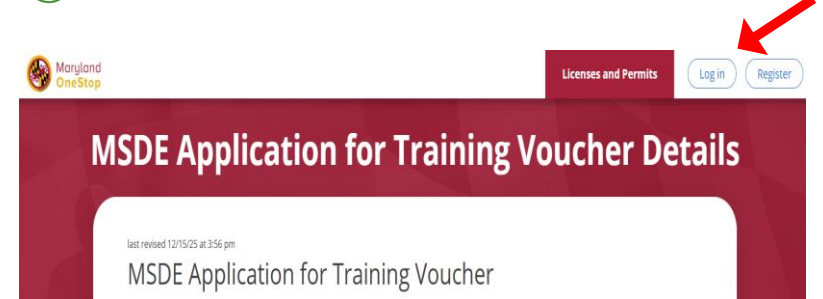
② **Gather the following information:**

- Social Security Number
- ChildCareEd account email
- CCATs # / Party ID # look at the very 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 OR our “Many Colors, One Canvas” August conference if you’ve done all the training

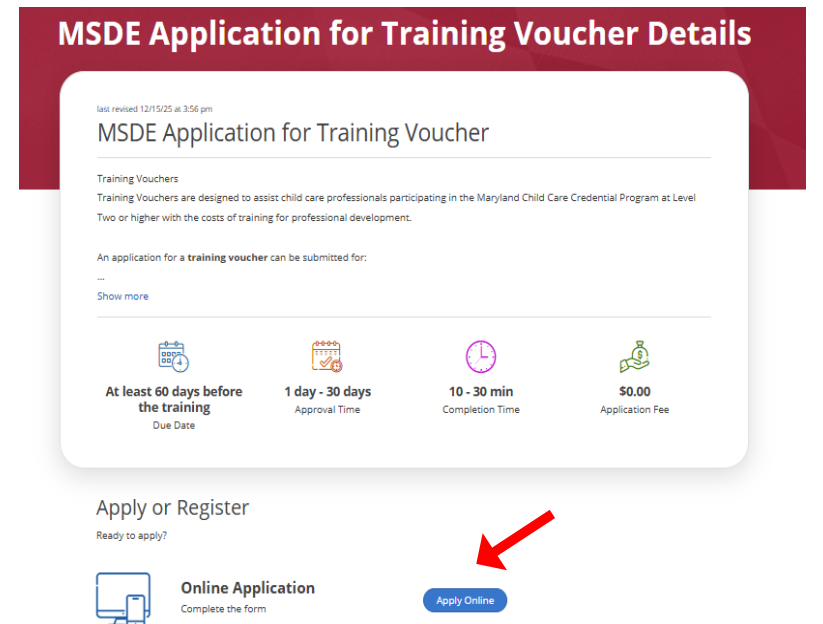


Find your CCATs/PartyID here: → PartyID: 123456 ←

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



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





Filling out the MSDE Voucher Application Form



5 Start filling out your 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 *
 Annual Family Income *

Please enter a valid social security number

CCATS/Party ID# *
 From your certificate of achievement or award letter

Address Line 1*
 Address Line 2

City*
 State*

Zip Code*

Daytime Phone*
 Alternate Phone

Email Address*
 Use your ChildCareEd account email

6 Complete the remaining background information and input your work information

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 #*





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7 Check the appropriate box to select our **Many Colors, One Canvas conference** OR the 2nd option for **Pre-Service Training**

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

- Many Colors, One Canvas: MD ECE Conference
- 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 Coaching and Mentoring - online
- 45-Hour Director-Administration ONLINE

TRAINING INFORMATION (Select one.)

- Conference
- Pre-Service Training

Title*

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

Training Date*

MM/DD/YYYY Pick a day at least 60 days away for training or August 20/21 for the Conference

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*

\$315 for the Conference OR \$399 for 45-hour training

Please choose an option:*

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

UPLOAD:
Conference flyer OR Training advertisement

LINK: copy and paste the link to the conference/training course on ChildCareEd's website (NOT the training title, the link to the conference or class training)

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*

- Text Draw

Your Name

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 & register your selection in your ChildCareEd account. **EASY PEASY!**