



## Maine Family Child Care Credential Application for Renewal

*"The credential will be awarded for three years, with renewal based on documentation of a three-credit college course OR 45 hours of training covering a topic related to working with children and families and/or running a family child care business. Subsequent renewals will be required every five years with the same criteria."*

Name (please print clearly): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Check one:  Initial renewal (3 years)  5 year renewal

Select:

- I have successfully completed a 3-credit college course pertaining to working with children and families and/or running a family child care business.

Course number: \_\_\_\_\_ Name of course: \_\_\_\_\_

- I have completed 45 contact hours of training related to working with children and families and/or running a family child care business.

Documentation:

- I am including documentation (college transcript or certificates/documentation of training hours)

- My documentation has already been submitted to the MRTQ Registry.

**There is a \$15 application fee for renewal. Please make check payable to the University of Southern Maine and mail to the address below.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please email renewal materials to [mrtq.contact@maine.edu](mailto:mrtq.contact@maine.edu) or mail to:

Maine Roads to Quality Professional Development Network  
Catherine Cutler Institute/USM  
PO Box 9300, 34 Bedford Street  
Portland, ME 04104



Office of Child & Family Services,  
Maine Department of Health &  
Human Services