



TRAINING GUIDE

CORE KNOWLEDGE TRAINING

Trainings developed by MRTQ that are centered around practices in Early Childhood Education (ECE) and Out-of-School-Time (OST) programming for both new and experienced practitioners. Core Knowledge Training may be used:

- To move practitioners up the first four Levels of the Direct Care, Public School, and License Exempt **Career Lattices**
- Toward earning a [Maine Credential](#)
- To meet training requirements for national **accreditation**
- Toward earning a [Child Development Associate Credential \(CDA\)](#)
- To meet annual training requirements of **Child Care Licensing**

Completed core knowledge training certificates are **automatically added** to your Registry record under My MRTQ Training.

<https://www.mrtq.org/coreknowledge>

STATE-APPROVED TRAINING

Trainings developed by organizations outside of Maine Roads to Quality, approved by Maine Roads to Quality and the Maine Department of Health and Human Services that are centered around ECE and OST programming for both new and experienced practitioners. State-Approved Training may be used:

- To move practitioners up the first four Levels of the Direct Care, Public School, and License Exempt **Career Lattices**
- To meet training requirements for national **accreditation**

- Toward earning a [Child Development Associate Credential \(CDA\)](#)
- To meet annual training requirements of **Child Care Licensing**

Training completion records are added to your Registry record by the training sponsor under My State-Approved Training.

<https://www.mrtq.org/state-approved-training>

ELECTIVE TRAINING

Trainings developed by outside organizations that do not count toward Career Lattice movement. Elective training may be used:

- To meet annual training requirements of **Child Care Licensing**
- Toward earning a [Child Development Associate Credential \(CDA\)](#). For further information, you can contact the CDA Council at cdafedback@cdacouncil.org

Completed training certificates are NOT automatically added to your Registry record. Copies of certificates should be sent to mrtq.registry@maine.edu for verification.

* To be verified, training certificates must include your name, the name of the training, the number of training hours, and the date (must be within the last 5 years).

FAQ

Q: *Do I need to send in certificates for Core Knowledge Training?*

A: No, they are automatically added to your registry record.

Q: *Do I need to send in certificates for State-Approved Training?*

A: No, they are automatically added to your registry record.

Q: *Do I need to send in certificates for elective training?*

A: Yes, if you would like them verified on your Registry record and added to your Professional Development Profile. To have elective trainings verified on your Registry record, you can email copies of certificates to mrtq.registry@maine.edu. We recommend that you keep copies of all certificates for your records. Note: Child Care Licensing will accept copies of elective training certificates toward yearly requirements without their being added to your Registry record.

Effective Date: 5/21/25

Q: *How does a trainer get State Approval for a training that they offer?*

A: The trainer must submit their curriculum materials via the State-Approved application.

Q: *Who can I contact for more information?*

A: Feel free to reach out to our Registry or Training teams! mrtq.registry@maine.edu or mrtq.training@maine.edu

Q: *I am a registry member and I took a training from an organization that is not State-Approved currently. If they get approved in the future, will I get credit for it as a State-Approved training?*

A: No. Trainings taken prior to the approval date would be listed as elective training if submitted to the Registry for verification.

Q: *I took an elective training and I think it should be State-Approved. Can I submit the training?*

A: No. Participants cannot get training to be State-Approved on behalf of an organization. You are welcome to encourage the organization to reach out to us for potential approval.