

START  
HERE

### Part 1: Training

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Applicants will enroll in and **complete the following trainings:**

1. *Getting Started in FCC*
2. *Your Professional Portfolio*
3. *Partners in Caring: Families and Caregivers*
4. *Environments in Early Care and Education*
5. *Strengthening Business Practice*
6. *Family Engagement*
7. *MELDS Training Pathway **OR** Links to Learning*

Save your work from Step 1 and use it to build your portfolio!

### Part 2: Portfolio

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Applicants will create an **electronic portfolio** to demonstrate their competence and **reflect on their credential training and experience**, using the information and resources they gathered throughout the training process. More information on **pages 9-32** in the FCC Credential Information Packet.

### Part 3: Application

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There is an Online Credential Application process through the MRTQ PDN Registry. More information on **page 47** in the FCC Credential Information Packet.

Before submitting the application, please be sure employment information is updated in your MRTQ Registry Profile. Successful applicants must have at least 480 hours of experience working/ volunteering with children within the past 5 years.

Maine Family Child Care Credential Roadmap

### Part 6: Review/ Decision

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Review process includes an overview of the following:

- **Portfolio**
- **Family Survey**
- **Onsite Observation**



I JUST EARNED  
A MAINE CREDENTIAL!

Once approved, your Credential is **valid for 3 years**.

After 3 years, you'll have the option to renew:

Credential Renewal Info & Application

### Part 5: On-site Observation

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Upon successful completion of the **portfolio**, applicants will schedule an **on-site observation**. Through the on-site observation, applicants will show how they have integrated the knowledge gained through the Maine FCC Credential process into their daily practice. More information on **page 37** of the FCC Credential Information Packet.

### Part 4: Family Survey

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Once your application, fee and electronic portfolio have been received by MRTQ, you will receive an electronic link for the **Maine Family Child Care Family Survey\***. You will use this survey to gain feedback from families in your care. More information on **page 2** in the FCC Credential Information Packet. You can find the Family Survey in **Appendix F, pages 62-69**.