



### ELC Training Request

Submit this completed form via email to [education@elc-ec.org](mailto:education@elc-ec.org). Incomplete forms will not be processed. A minimum of **60 day** notice is required for any training requests. The ELC will make the arrangements and confirm specifics with you at least 30 days prior to the set date so that you have time to register attendees. All approved training requests require that the training be open to other child care providers. **SUBMISSION OF THIS FORM DOES NOT GUARANTEE THAT A TRAINING WILL BE PROVIDED.**

Person Requesting: \_\_\_\_\_ Contact #: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Provider: \_\_\_\_\_

#### Venue Requested for Training (Choose One)

- ☐ **Child Care Center:** \_\_\_\_\_ (min 15/max \_\_\_\_)

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

- ☐ **ELC Shalimar Office Board Room (min 15/max 20)**
- ☐ **First Presbyterian Church (min 15/max 30+)** 1063 Circle Drive, DeFuniak Springs
- ☐ **The Summit Church (Southgate) (min 15/max 299)** 100 Duggan Avenue, Crestview
- ☐ **Other (Requestor Shall Verify Venue Availability Prior to Requesting):**

\_\_\_\_\_  
\_\_\_\_\_

#### Day and Time Requested (Choose One of Each)

- ☐ Monday      ☐ 9:00 a.m. – 11:00 a.m.
- ☐ Tuesday      ☐ 12:00 p.m. – 2:00 p.m.
- ☐ Wednesday      ☐ 5:00 p.m. – 7:00 p.m.
- ☐ Thursday      ☐ 6:00 p.m. – 8:00 p.m.
- ☐ Saturday

#### Requested Month (circle one)

July	November	March
August	December	April
September	January	May
October	February	June

#### Available Topics (Choose One)

##### **Infant (Birth – 18 months)**

- ☐ An Introduction to CLASS for Infant
- ☐ Responsive Caregiving with Routines

##### **Toddler (15 months – 36 months)**

- ☐ An Introduction to CLASS for Toddler
- ☐ Responsive Caregiving with Routines

##### **Prekindergarten (36 months – 60 months)**

- ☐ An Introduction to CLASS for Preschool
- ☐ Transition to Kindergarten
- ☐ For Staff      ☐ For Families

##### **General (for all staff)**

- ☐ Using ASQs to Inform Instruction
- ☐ Essentials for New Teachers
- ☐ Reducing Challenging Behaviors

- ☐ Other (be specific regarding what topics and ages to be addressed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact your Early Education Specialist or [education@elc-ec.org](mailto:education@elc-ec.org) for any questions regarding trainings.

**ELC ONLY: Approved/Denied Reason** \_\_\_\_\_ **Specialist** \_\_\_\_\_