ELC Training Request

Submit this completed form via email to 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)  

Day               Time
☐ 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  August  September  October  November  December  January  February  March  April  May  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 for any questions regarding trainings.

ELC ONLY: Approved/Denied Reason _______________________________________  Specialist _________