



Child Care Administrative Training Part 1: Correspondence Course

Child Care Administrative Training Part 1 is a 15-hour correspondence course that covers the essential business skills to run an effective child care program.

Program Directors, Administrators and other early childhood professionals who need administrative professional training for CDA or state licensing requirements are invited to participate.

Topics include:

- Administering Children’s Programs
- Recruitment and Hiring of Staff
- Training and Staff Development

Correspondence Course: Take a distance learning course—no travel required! Enrollment is ongoing. Submit your registration form and payment when you are ready to begin the course. We will contact you and then send you the correspondence course materials. Once you receive your packet of materials, you will read the information, complete the assignment, and return the assignment to MI4C to receive your next packet. There are three packets of materials for the 15-hour course. You should allow at least 6 weeks to complete the course.

Continuing Education Units (CEUs)

1.5 CEUs are available upon completion of 15 hours of training. CEUs do count towards your CDA and Child Day Care Licensing Requirements! CEUs are \$8.00.

Register TODAY—Registration Form on Other Side!

Michigan 4C Association Child Care Training Registration Form

Please complete (*one form per person*):

Name _____

Phone _____

Address _____

City _____, MI Zip _____

E-mail _____

Registration for Child Care Administrative Training Part 1:

_____ I would like to register for the correspondence course for Child Care Administrative Training Part 1

please indicate your preference:

_____ I would like to receive my materials and assignments via e-mail

_____ I would like to receive my materials and assignments via postal mail

Payment Information:

_____ \$75 for 15 hour Child Care Administrative Training Part 1

_____ \$8 for CEU application and processing

_____ I am enclosing payment of \$_____.

Please make checks payable to Michigan 4C Association and send to:

Michigan 4C Association
Attn: Tricia McKay
839 Centennial Way
Lansing, MI 48917

Any questions?
Call 517-351-4171, Ext. 20 for assistance.
Or e-mail: mckay@mi4c.org

