

NC Division of Child Development and Early Education  
 In-service Training  
 2201 Mail Service Center  
 Raleigh, North Carolina 27699-2200  
 10A NCAC 09 .1105

Phone: 1-800-859-0829 (in state only)  
 Fax: 919-715-1339

## In-service Training Conference or One Time Training Event

Submit **15 Business Days** in Advance  
[dcdee.inservice.training@dhhs.nc.gov](mailto:dcdee.inservice.training@dhhs.nc.gov)

<b>Title of Conference/Training Day</b>	<b>Name and Complete Address of Sponsor</b>
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<b>Date of Conference/Training Day</b>	<b>County</b>	<b>Conference Site Address <u>and</u> Contact Person <u>Name</u> and <u>E-Mail</u></b>
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Must be in 1/2 hour increments

<b>Trainer Name</b>	<b>Session Title/Topic</b> <small>(Please attach additional pages if needed as well as the conference brochure)</small>	<b>Topic Area #</b>	<b>CHC's requested</b>	<b>To Be Completed by DCDEE CHC's awarded</b>

To be completed by the Division of Child Development

<b>Authorized?</b> _____ <b>Yes</b> _____ <b>No</b>  <b>By:</b> _____ <b>Date:</b> _____
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# In-service Training Topic Areas

## G.S. 110-91(11) Staff Development

The Commission shall adopt minimum standards for ongoing staff development for facilities but limited to the following topic areas:

1. Planning a safe, healthy learning environment
2. Children's physical & intellectual development
3. Children's social & emotional development
4. Productive relationships with families
5. Program management
6. Professionalism
7. Observing & recording children's behavior
8. Child growth and development
9. Inclusion of children with special needs