



MS Director's Credential Renewal COURSE REGISTRATION FORM

REPRODUCE AS NEEDED

- 1) All forms must be filled out completely & legibly. Training certificates are issued from this form.
- 2) You will receive an email confirmation which specifies the location of the training you are registered for.
- 3) Pre-registration is required on this form and will be accepted via mail, email, or fax. Pre-registration required at least two weeks before the requested session date. **WALK-INS NOT ACCEPTED.**

Please send registration form & copy of current Mississippi Director's Credential certificate to:

Mail: MSDH Child Care Licensure, 143 B LeFleurs Square, Jackson, MS 39215-1700
Fax: (601) 364-5058
Email: Brytni.west@healthhms.com

Registration must be sent in at minimum two weeks before the scheduled session.

Location & Date

Please check the session you wish to attend.

- August 23, 2019 – Jackson, MS September 20, 2019- Jackson, MS

Please type or print clearly. Renewal & Participation Certificates will be issued at the end of each session. **WALK-INS NOT ACCEPTED.**

Applicant Name (Print)

Applicant Signature

Street

City

State

Zip

Telephone

Email

THIS FORM IS TO BE USED TO REGISTER MS Director's Renewal Course offered by the Mississippi State
Department of Health & Mississippi Department of Human Services

Instructions for Form No 1109, MSDH MS Director's Credential Renewal Registration Form
Date 06/19/2018

Purpose

The form was created to provide a means for child care providers to register for the MS Director's Credential Renewal training provided by the Child Care Facilities Licensure Division.

Instructions

Individual requesting to attend a child care training session should complete the following:

1. Check the box on the session they desire to attend.
2. Provide the complete applicant name as it appears on the original Director's Credential Certificate.
3. Provide the complete mailing address of the applicant.
4. Provide the name of the applicant.
5. Provide the signature of the applicant.
6. Provide the applicant telephone number.
7. Provide the applicant email address.
8. Submit a copy of the original Director's Credential Certificate along with Form 1109.

Office Mechanics and Filing

Completed records will be filed in the Child Care Facilities Licensure Division.

Retention Period

Records will be retained in accordance with the Child Care Facilities Licensure Division's policies.