

45-Hour Entry Level Course Manual Public Order Form

(Please print and fill out completely)

Program/Agency: _____

Name: _____

Address: _____

Phone: _____

Email (required): _____

Facilitator Name: _____ **Facilitator Phone/Email:** _____

Facilitator Certificate #: _____ **Certificate Date:** _____

Quantity Needed	MATERIALS REQUESTED	Cost/Unit	Date Needed
	English Participant Manual (includes brochures)	FREE	
	Spanish Participant Manual (includes brochures)	FREE	
	Facilitator's Manual Available in English only (includes brochures)	FREE	

MUST HAVE AT LEAST ONE WORKING WEEK NOTICE PRIOR TO COURSE BEGINNING TO PROCESS!

The 45-Hour Entry Level Course is a course created by the state of NM to introduce participants to New Mexico's seven (7) core competency areas at the awareness level. All child care providers working in licensed child care centers and family child care homes are required to complete this course, or its equivalent, within the first six months of employment. Each participant in the 45-Hour Entry Level Course is required to have a manual to use during the course. The NewMexicoKids Training and Consultation HUB is tasked with maintaining an inventory and filling orders for the manuals for these courses.

Procedure details:

1. Once a facilitator has scheduled a 45-Hour Entry Level Course, they must fill out an order form for manuals (see link below)
 - Manuals are available for participants in English and Spanish.
 - **Facilitator Manuals are available in English only**
 - **Facilitator Manuals are only available to certified 45-Hour Facilitators**
2. The facilitator can fax, scan/email or mail the form to the NewMexicoKids Training and Consultation HUB.
 - Email is nmkidshub@unm.edu and fax number is 505-277-2570.
3. Upon receiving the form, the NewMexicoKids Training and Consultation HUB will:
 - Contact the facilitator to confirm order.
 - Confirm delivery of materials: pick up or mail
 - Fill the order, including manuals and appropriate brochures.

Thank you for your order.

Order processed by: _____

Date paid: _____