

45-Hour Entry Level Course Manual Public Order Form

(Please print and fill out completely — see reverse side for ordering process.)

Program/Agency: _____

Name: _____

Address: _____

Phone: _____

Email (required): _____

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

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

Quantity Needed	MATERIALS REQUESTED	Cost/Unit	Total Amount	Date Needed
	English Participant Manual (includes brochures)	\$40.00		
	Spanish Participant Manual (includes brochures)	\$40.00		
	Facilitator's Manual Available in English only (includes brochures)	\$40.00		
		Order Total:		

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

Business checks, money orders, faxed credit cards, certified checks, and POs are acceptable forms of payment. Personal checks will not be accepted. Please make checks and money orders payable to: **UNM**

Credit Card Processing Information (must be faxed to 505-277-2570):

Credit Card Holder's Name: _____

Billing Address (if different from above): _____

Credit Card Number ____-____-____-____ **CVV** ____ **Expiration Date:** __/__/__ AmEx VISA MC Discover

Please mail payments to:

NewMexicoKids Training and Consultation HUB
Early Childhood Services Center
University of New Mexico
1634 University Blvd. NE
Albuquerque, New Mexico 87102

Thank you for your order.

Order processed by: _____

Date paid: _____

45-Hour Entry Level Course Manual Public Ordering Procedure

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.

Areas of responsibility:

- Facilitator- responsible for filling out order form. Responsible for securing payment from participants; sending form and payment to Early Childhood Services Center.
- NewMexicoKids Training and Consultation Hub- responsible for processing order, ensuring payment, coordinating delivery, tracking expenses.

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.
 - Please note that forms containing credit card information will only be accepted via fax. Do not email credit card information to the HUB.
3. Upon receiving the form, the NewMexicoKids Training and Consultation HUB will:
 - Contact the facilitator to confirm order and payment
 - Confirm delivery of materials: pick up or mail
 - Fill the order, including manuals and appropriate brochures.
4. Payment is processed and receipt included with order.