



# Child Care Career and Professional Development Fund

## **1. Who is eligible for the Fund?**

Child care professionals who participate in the Maryland Child Care Credential program at Level Two or higher and meet the Fund eligibility requirements.

## **2. How is the Fund accessed?**

Applications for the Fund must be submitted to the Office of Child Care – Credentialing Branch by the required deadline date.

## **3. Where are application forms available?**

Forms are available on the MSDE website and participating colleges.

## **4. How will a person know if they receive an award through the Fund?**

An approval or denial letter will be sent to the applicant and the college.

## **5. How can the Fund be used?**

An award under the Fund may be used for the costs of college tuition, fees, and required textbooks. Funds may only be used for the actual expense of college course work incurred subsequent to an award toward completion of a college degree in early childhood education or related field.

## **6. Can a person receive funding every year?**

Funding may continue as long as funding is available and the recipient continues to meet the requirements. The recipient must submit a continuation application with the required documentation each year to continue participation in the Fund.

## **7. How is the Fund distributed?**

Funds are distributed directly to the college/university. Funds are distributed on an annual basis as long as funding is available.

## **8. What must a participant do once the degree is completed or he/she withdraws from the Fund?**

The recipient is required to complete the Service Commitment as stated in COMAR 13A.14.09.08. Upon acceptance of the Fund, the recipient commits to remain employed in the child care field at least 10 hours per week (child care center or family child care) upon completion of the college degree or withdrawal from the Fund for a period of, whichever is less, one month for each college credit, two years for a completed associate's degree, or four years for a completed bachelor's degree.

## **9. Can the employment service requirement be satisfied while still taking classes?**

No, Service Commitment begins upon completion of the college degree or withdrawal from the Fund. While taking courses, the recipient is required to maintain employment in an approved child care facility for at least 10 hours per week.

## **10. What happens if a person does not complete the employment requirement?**

The recipient is required to repay the State of Maryland the amount paid on his/her behalf for college tuition, fees, and textbooks. An invoice will be issued to the recipient.