

<b>Fax:</b> 410-229-0145	<b>Maryland State Department of Education/Division of Early Childhood Development Maryland Child Care Credential Program CREDENTIAL APPLICATION</b>	<b>Return To:</b> Child Care Central PO Box 598 Baltimore, MD 21203
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**\*\* Instructions for each section of this application are at the end of the application, on page 3. \*\***

**Incomplete applications will be returned.**

**For assistance completing the application, call Child Care Central at 1-866-243-8796 or refer to the Credentialing Booklet at <http://earlychildhood.marylandpublicschools.org/child-care-providers/credentialing>**

<b>Section 1 General Information</b>	
Application Type:	<input type="checkbox"/> First Application <input type="checkbox"/> Renewal <input type="checkbox"/> Update <input type="checkbox"/> Upgrade

<b>Section 2 Applicant Information</b>	
Name (Last, First, Middle, Maiden):	
Party ID Number:	Social Security Number (SSN):
Date of Birth (DOB): <i>MM/DD/YYYY</i>	
Mailing Address:	Street Apt Number City State Zip Code
Phone Number:	Email Address:
Are you currently enrolled in the Child Care Career Professional Development Fund (CCCPDF)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Section 3 Employment Information</b>	
Licensed Child Care Center Name:	
Mailing Address:	Street Apt Number City State Zip Code
Center License Number:	Center Phone Number:
<b>Position</b>	
<input type="checkbox"/> Family Child Care Provider Registration Number: _____	<input type="checkbox"/> Child Care Center Employee (Check primary position.) <input type="checkbox"/> Director <input type="checkbox"/> Teacher <input type="checkbox"/> Aide <input type="checkbox"/> Other _____ Age Group (Check all that apply.): <input type="checkbox"/> Infant/Toddler <input type="checkbox"/> Preschool <input type="checkbox"/> School Age <input type="checkbox"/> All

<b>Section 4 Essay</b>	
<b>Include an essay <u>only</u> if this is a First Application. The essay is not required for Renewal, Update, or Upgrade Applications.</b>	
The Credential Essay is designed to enable the applicant to reflect thoughtfully on his/her career as an early childhood educator and/or administrator. Reflection allows child care professionals to "paint a picture" of current practice and focus on improving skills and knowledge. As a professional it is necessary to reflect on your practices and interactions with children and families. Reflection can result in opportunities for continuous improvement of practice and skills. Stop and take time to reflect daily as you interact with children and families. Listen openly to the ideas of others. Reflect on your work and the work of others around you. Consider and implement ways to develop your practice.	
Choose one question as the topic of your essay. Include your essay in your application packet. Your essay should be 300 to 500 words and may be typed or handwritten.	
<input type="checkbox"/> Why did you become a child care professional?	<input type="checkbox"/> Why do you want to get the Maryland Child Care Credential?

<b>Section 5 Signature</b>	
I affirm that all information on this application and all attached documentation is true and correct. I understand that if I have had a child care license or registration suspended or revoked I may not be eligible to participate in the Credential Program. I further understand that there are penalties for giving false statements. I have attached all required information including documentation of training, professional activity, and experience. My signature below makes this statement binding.	
Applicant Signature	Date
<b><i>This application will not be processed if the form is not signed and dated.</i></b>	



**Instructions for completing an  
application to the Maryland Child Care Credential Program**

**Section 1      General Information**

Select only one Application Type.  
 To be credentialed for the first time, check **First Application** and complete Sections 1 through 6.  
 To renew a current credential within the required timeframe, check **Renewal** and complete all Sections except Section 4.  
 To reactivate a credential that expired more than 30 days ago, check **Update** and complete all Sections except Section 4.  
 To move to a higher level within the credential year, check **Upgrade** and complete all Sections except Section 4.

**Required Documentation**

Enclose the following documents with your application.

<b>Education/Training</b>	<ul style="list-style-type: none"> <li>OCC Approved Training Certificates (Completed within 5 years of application date for First Application. Completed within the current credential year for Renewal, Update, or Upgrade.)</li> <li>College grade slips/transcripts or proof of current college enrollment (No expiration regardless of date for First Application. Completed within the current credential year for Renewal, Update, or Upgrade.)</li> <li>College degree with accompanying transcript from an accredited college or university. (Foreign degrees must be translated and evaluated before submission.)</li> </ul>
<b>Professional Activities</b> (Must be within 12 months of application date.)	<ul style="list-style-type: none"> <li>Professional organization membership card(s)</li> <li>Canceled checks</li> <li>Letters of acknowledgement of participation in professional activities</li> <li>Other documentation, as appropriate. (Refer to the Credential Program booklet for examples of PAUs)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Family Child Care Provider: Copy of any family day care certificate of registration, including current certificate and copy of at least one child attendance sheet completed during the past 12 month period.</li> <li>Center Staff: Letter of employment on center letterhead including position, hours worked per week and start and end date for each position held or other documentation of current employment.</li> <li>Any other documentation of experience, letters, time sheets, staff evaluation card, etc.</li> </ul>

**Section 2      Applicant Information**

Answer all of the questions in this section.  
**Please make a note of the Date of Birth and Phone Number you enter on the form. This information will be needed to access your credential information on the automated phone system.**

**Section 3      Employment Information**

Answer all of the questions in this section for your current position. In the Position field, choose either Family Child Care Provider or Child Care Center Employee. If you are an employee, answer the remaining questions in that section.  
**Family child care providers must submit a certificate of registration and 1 attendance sheet dated within the last 12 months. Child care center staff must submit a letter of employment on the center's letterhead including position, hours worked per week and start and end date for each position held.**

**Section 4      Essay**

If this is your first application, either type or hand write an essay on the question you selected and include it in your application packet.

**Section 5**

You must sign and date the application for it to be considered complete. Incomplete applications will be returned.

**Section 6      Education**

List all courses from your attached college grade slips/transcripts that are related to early childhood development and the college credit hours for each. If this is a First Application, list all related college courses ever completed. If this is a Renewal, Update, or Upgrade, list only related college courses taken during the current credential year.

**Additional Information**

For additional information on the Maryland Child Care Credential Program or completing this application refer to the Credentialing Booklet at <http://earlychildhood.marylandpublicschools.org/child-care-providers/credentialing>.