



# OFFICE OF CHILD CARE

## Credentialing Branch

Participation in the Maryland Child Care Credential Program includes performing activities that contribute to the professional growth and career development of those working in the field of child care.

**(2 Units) Awarded for Each Professional Activity Performed**

Unit	Professional Activity	Definition	Documentation
2	Active Association Board Member*	Board member of a local, state or national child care related association	Letter <sup>1</sup> from representative of the organization or printed distribution material, naming the individual as an official board member
2	Task Force Member (A group formed to carry out a specific mission or project, or to solve a problem that requires a multi-disciplinary approach.)  Advisory Group Member (A group of volunteers that meets regularly on a long-term basis to provide advice and/or support to an institution, agency or organization.)	Contributing member of a task force/advisory group focused on the child care community	Letter <sup>1</sup> from lead of task force/advisory group  Printed acknowledgement naming individual as a member
2	Newsletter Contributor*	Author material or contribute written material for a local or state distributed publication (i.e. parent newsletter, school newsletter, PARTNERS)	Copy of the newsletter or article identifying you as the author, editor, or contributor
2	3 Credit College Coursework	Coursework completed at an accredited college or university for credit with a grade of C or higher	Copy of complete transcripts that indicate participants name & name of college/university
2	Judy Center Partner	A collaborating partner in local Judy center	Letter <sup>1</sup> or copy of agreement from Judy Center representative
2	Webpage Development/Maintenance	Design, build and/or maintain a webpage for a child care related organization	Letter <sup>1</sup> from representative defining role/duties including the name and purpose of website
2	Program Accreditation Center Director/Family Child Care Program*	Lead facilitator organizing and participating in the Accreditation process	Copy of accreditation letter/certificate
2	Director Consortium	Partnership of two or more directors participating in a common activity and/or pooling resources to achieve a common child care related goal	Copy of minutes/agenda from meeting

## Professional Activity Units (cont.)

Professional Activity Unit (PAU) refers to the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to the activity.

2	Resource & Referral Agency Volunteer (12 hours)	Volunteer hours at a Resource & Referral Agency.	Letter <sup>1</sup> from Resource & Referral representative indicating volunteer activity and number of hours
2	State Child Care Conference Attendance*	Attendance at an MSDE approved state conference	Certificate indicating date of conference, sessions attended and clock hours of sessions
2	20 years of experience working with children in a child care program	20 years of experience working directly with children in a licensed program	Letter <sup>1</sup> from supervisor(s) indicating position & length of time directly working with children or copy family child care registration  Pay stubs indicating hours worked (submit 1st and last pay stub)
2	Administration of Rating Scale for own program	Rate program using appropriate rating scale (ITERS, ECERS, SACERS, PAS, BAS)	Copy of evaluation
2	Graduate with an AA degree in Early Childhood Education within credential year	Complete requirements for an AA degree in Early Childhood Education from an accredited college or university	Copy of complete transcripts showing conferred date Copy of diploma
2	Statewide Symposium*	Attend a conference or meeting in which several speakers discuss topics related to child care	Certificate of attendance indicating date, topic(s) and speaker(s) Include an agenda
2	Child Care Community Events Committee Chair/Co-Chair	Participate in the planning and implementation of a child care event to benefit children, families and/or community	Copy of flyer/advertisement of event & a letter <sup>1</sup> of participation from event representative Letter <sup>1</sup> indicating the who, what, when, where and why of the event
2	Volunteer program site for training of pilot program(s)	Volunteering program for use as a training site for pilot programs (Examples include: Maryland EXCELS, Best Beginnings, L.E.A.R.N. Pilot, PEEP)	Letter <sup>1</sup> of participation from lead of MSDE approved pilot program
2	Breakthrough Center	Participation in and implementation of Breakthrough Center mission and goals	Copy of Breakthrough Center Agreement

**NOTE:** <sup>1</sup>All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity. \*Counts only once during an application cycle.



For More Information or Questions:  
 (410) 767-7852  
 cccredential@conduent.com  
<http://earlychildhood.marylandpublicschools.org/child-care-providers/credentialing>