

**Title 13A STATE BOARD OF EDUCATION Subtitle 14
CHILD AND FAMILY DAY CARE Chapter 08 Child Care Training
Approval**

Authority: [Family Law Article, §5-573] Education Article, §§9.5-303(c) and 9.5-404(b), Annotated Code of Maryland

.01 Scope.

A. This chapter governs the process by which an individual or organization may be approved to offer and conduct training required by COMAR 13A.15, 13A.16, 13A.17, and 13A.18.

B. This chapter does not apply to:

(1) *An accredited:*

(a) *Two-year community college;*

(b) *Four-year college; or*

(c) *University;*

(2) *An approved national organization that offers training to child care providers; or*

(3) *Individuals recognized by the Office as experts in their field.*

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) *“Accredited” means an institution of higher education currently recognized by the U.S. Department of Education as meeting all applicable accreditation standards established by a national, regional, or state higher education accrediting agency.*

(2) *“Agency representative” means an individual designated by the Office to determine compliance with this chapter.*

(3) *“Applicant” means an individual or organization applying for or approved by the Office to offer training for child care providers.*

(4) *“Approved national organization” means a child-focused organization or association that is Nationally recognized with a mission and history of providing researched-based information to families and child care providers.*

(5) *“Approved trainer” means an individual who:*

(a) *Is approved by the Office to offer training to child care providers; or*

(b) *Conducts training under the auspices of an approved national organization.*

(6) *“Approved training organization” means an organization that is approved by the Office to offer training to child care providers.*

(7) *“Assessment”*

(a) *“Assessment means the method of determining that a training participant has successfully met the objectives of the training.*

(b) *“Assessment” includes, but is not limited to written or oral test, demonstration, observation, portfolio, or a combination of methods.*

(c) *“Assessment” does not include general classroom discussion, general group participation, group classroom response or unanalyzed observations or demonstrations*

- (8) “Associated Trainer” means an individual who:
- (a) Is an expert in the field or
 - (b) An approved trainer who conducts training under the auspices of an approved training organization
- (9) Asynchronous Learning means online distance education without real-time interaction)
- (10) “Child care provider” means a:
- (a) Registered family child care provider; or
 - (b) Child care center:
 - (i) Operator or director; or
 - (ii) Staff member.
- (11) “Competency” means the capability to use or apply a set of related knowledge, skills, and abilities successfully to perform critical work functions or tasks in a defined work setting that is observable and measurable.
- (12) “Conference” means a planned event for a group of participants that:
- (a) Is held on one or more consecutive days; and
 - (b) Includes:
 - (i) A minimum of 6 hours of approved training;
 - (ii) A keynote; and
 - (iii) Professional networking opportunities.
- (13) “Clock hour” means one 1 hour in duration (60 minutes) on the clock.
- (14) “Contact hour” means an increment of one hour (60 minutes) that an individual undergoing training spends in receiving that training.
- (15) “Content area” means Core of Knowledge, including:
- (a) Child Development;
 - (b) Curriculum;
 - (c) Health, Safety, and Nutrition;
 - (d) Professionalism;
 - (e) Community; and
 - (f) Special Needs.
- (16) “Continued Training” means ongoing training for the child care community offered through not-for-credit workshops and courses and measured in clock hours.
- (17) “Core of Knowledge Training” means training that:
- (a) Is research based;
 - (b) Is assessed based on the approved objectives; and
 - (c) Has a duration of:
 - (i) A minimum of two *clock* hours; or
 - (ii) No less than 60 minutes when part of a conference or Professional Development Institute.
- (18) “Course” means the 45 clock hour or 90 clock hour training required by COMAR 13A.16 if taken for:
- (a) College credit;
 - (b) Noncredit from a college; or
 - (c) a trainer approved by the Office to conduct preservice.
- (19) “Credential” means the credential from the Maryland Child Care Credential Program.
- (20) “E-Learning” means Synchronous learning; a method of interactive instruction in which content is conducted over the internet in a minimum of two hours) and can

include a combination of:

- (a) instructor guided*
- (b) instructor monitored*
- (c) knowledge check- ins*
- (d) readings*
- (e) message boards*
- (f) embedded assessments*
- (g) reflection questions*
- (h) additional information presented that leads to further understanding*
- (i) videos*

(21) "Expert in their field" means an individual who is widely recognized to have comprehensive and authoritative knowledge, skills, and experience in a specific content area.

(22) "Facilitated webinar" means a training that takes place over the Internet and allows participants in different locations to see and hear the trainer, ask questions, respond interactively in real time, and must be a minimum of two hours of content.

(23) Hybrid Learning means a method of instruction in which content is conducted in person and by online instruction. (reference number 20)

(24) "Keynote" means a minimum one-hour presentation to all participants at a conference that aligns with the conference theme

(25) "MSDE" means the Maryland State Department of Education

(26) "Office" means the Office of Child Care, Division of Early Childhood, State Department of Education.

(27) "Online training" means instruction delivered over the internet.

(28) "Organization" means a bona fide incorporated business or professional organization applying or approved by the Office to offer training that is in good standing with the State Department of Assessment and Taxation.

(29) "Preservice training" means course work required within

(a) COMAR 13A.15.06 Family Child Care Homes;

(b) COMAR 13A.16.06 Child Care Centers;

(c) COMAR 13A.17.06 Letters of Compliance; and (d) COMAR 13A.18.06 Large Family Child Care Homes.

(30) "Proficient" means well advanced or knowledgeable

(31) "Professional Development Institute (PDI)" means a training institution in which training or professional development is conducted by experts in their field or an approved trainer.

(32) "Recognized association" means a professional childcare organization that is affiliated with a national childcare organization and recognized by the Office.

(33) "Standardized training" means a training developed, at the direction of the Office, to meet specific training requirements.

(34) "Synchronous Learning" means online education that happens in real time with real interaction in a specific virtual place, through a specific online medium, at a specific time

(35) "Trainer" means an individual who presents training content.

(36) "Training" means a formal instructional process for the purpose of developing competency relevant to the professional care of children birth to age 12

(37) "Training Review Committee" means a group of approved trainers, that have a

minimum of 5 years of training experience, that are designated to:

(a) review the submitted training proposals; and

(b) observe training proposal presentations

(38) "Virtual Training" refers to training done in a simulated environment, to simulate a classroom experience or when the learner and instructor are separated in locations for an e-learning experience.

(.03) Trainer Requirements.

A. Each *trainer or associated trainer*, applying to offer preservice training shall have:

(1) Attained a master's, or a doctoral degree from an approved *or* accredited college or university in:

(a) Early childhood education;

(b) Elementary education;

(c) Child development;

(d) Home economics;

(e) Nursing;

(f) Social work;

(g) Special education; or

(h) A related field, *if the course of study includes at least 15 credits in early childhood education, elementary education, or a combination;*

(2) Completed at least one course in:

(a) Child development; and

(b) Curriculum;

(3) As applicable, completed course work requirements of COMAR 13A.16.06 as they apply to the age group covered in the preservice training;

(4) At least 5 years of experience working in a child care setting directly with children of the age group to be discussed in the course;

(5) Attained approval to provide core of knowledge training for at least one year, and be in good standing with the State Department of Assessment and Taxation, prior to applying for approval to provide preservice training.

B. Each *trainer or associated trainer*, applying to offer core of knowledge training shall have:

(1) Attained a bachelor's, master's, or doctoral degree from an approved or accredited four-year college or university in:

(a) Early childhood education;

(b) Elementary education;

(c) Child development;

(d) Home economics;

(e) Nursing;

(f) Social work;

(g) Special education; or

(h) A related field *if the course of study includes at least fifteen credits in early childhood education, elementary education, or a combination of these disciplines*

(2) Completed at least one course in:

(a) Child development; and

(b) Curriculum;

(3) At least 5 years of experience working in a child care setting directly with children of the

age group to be discussed in the training: and

(4) Be in good standing with the State Department of Assessment and Taxation.

(C). Each individual who provides training for an organization, applying to offer continued training shall have at least one of the following:

(1) An associate's, bachelor's, master's, or doctoral degree from an *approved or* accredited college or university in:

- (a) Early childhood education;
- (b) Elementary education;
- (c) Child development;
- (d) Home economics;
- (e) Nursing;
- (f) Social work;
- (g) Special education; or
- (h) A related field; *or*

(2) A valid *National or state certification* in:

- (a) Early Childhood education;
- (b) Elementary education;

(3) At least 5 years of experience working in a child care setting directly with children of the age group to be discussed in the course; or

(4) A combination of education and experience sufficient to substantiate the applicant's special skills or expertise in the training area.

(D) A trainer who does not meet the experience criteria may substitute documentation of employment as an instructor of early childhood education, elementary education, or a related field from an accredited college or university

(E). *An approved trainer, organization or designee*, who becomes approved to offer preservice, continued, or core of knowledge training shall attend at least two quarterly training meetings, held by the Office, per year

(F.) *Each trainer and associated trainer shall have complete documentation, within the initial 4-year period of approval and each subsequent 4-year period of approval, 24 clock hours of approved training related to:*

- (a) The training of adults; or
- (b) The discipline for which the individual is approved.

(1) At least 12 of the 24 clock hours required of this regulation must be completed through an approved training organization other than the one which the individual is associated.

(G). An organization or individual applying to offer preservice training, continued training, or core of knowledge must be in good standing with the Office *and must not:*

- (1) Be the subject of an action to suspend or revoke a child care center license or family child care registration;
- (2) Have a documented history of regulatory violations; or
- (3) Have had a child care center license or a family child care registration suspended or revoked.

(H) At the time of application *and renewal*, each individual who is administratively responsible for an approved organization shall submit to the Office proof of all associated trainers contracted by the organization as meeting the requirements of this regulation.

(I) *"An organization applying to offer Preservice, Core of Knowledge or Continued Training on*

an Asynchronous, Synchronous, or Hybrid platform, must be accredited with an organization that provides a standard framework for quality learning and development.”

.04 Application Approval Process.

A. Initial Application. An organization or individual that is not currently approved to provide training to child care providers in Maryland shall:

(1) File with the Office a written application and all required information, including:

(a) Resume

(b) Transcript

(c) A completed training proposal description form, provided by the Office, for each training to be offered;

(d) A detailed plan of instruction, on a template provided by the Office, which includes:

(i) Training goals and objectives;

(ii) A course syllabus or training outline that includes time frames for topics covered.

(iii) Information about how training content applies, or can apply, to all children and families, including those with special needs and addresses cultural competency;

(iv) A statement of requirements for successful completion;

(v) A statement of the method or tool used for assessment;

(vi) A bibliography;

(vii) The intended content area of the training; and

(viii) The competency that the training will address;

(e) Written materials to be used during instruction;

(f) A sample certificate of completion;

(g) The evaluation form to be used;

(h) Documentation that each trainer meets all applicable requirements of Regulation .03 of this chapter;

(i) A written standard operating procedure stating:

(i) Registration practices and procedures, including issuance of receipts for payment;

(ii) Procedures and methods used for marketing and advertising training opportunities;

(iii) Policies and procedures for accommodating the varying needs of adult learners; and

(iv) Policies and procedures regarding course cancellation, refunds, and attendee notification

(j) For an applicant organization, if required by the Office, a copy of the organization's certification by the Maryland State Department of Assessments and Taxation;

(k) “For an organization applying to offer Asynchronous or Synchronous courses, must submit:

(i) A written application

(ii) A copy of accreditation certificate

(iii) A written standard operating procedures

(a) Registration practices and procedures, including

issuance of receipts for payment;
(b) Procedures and methods used for marketing and advertising training opportunities;
(c) Policies and procedures for accommodating the varying needs of adult learners;
(d) Policies and procedures regarding course cancellation, refunds, and attendee notification; and
(e) Copy of a certificate of completion.”

(2) The applicant shall attend a training orientation offered by the Office within 18 months of submitting an application;

(3) Submit documentation of completion by the individual, including each individual for whom an organization seeks trainer approval, of at least 18 clock hours of approved training in the training of adult learners;

(4) Agree to abide by the ethical standards for approved trainers and training organizations set by the Office;

(5) Submit three letters of professional reference, not from relatives, that attest to the capabilities of the applicant as a professional trainer; and

(6) Conduct a 20 minute training presentation to the Office’s training review committee.

B. Renewal of Approval. An organization or individual wishing to renew the training approval shall file a complete written application and all required forms and information with the Office at least 30 calendar days before the current approval expires.

C. Updating an Approval. An organization shall notify the Office within 30 days of any changes affecting the training approval, including but not limited to:

(1) Change of the administratively responsible individual);

(2) Organizational name change

(3) Address; or

(4) Contact information

(.05) Training Proposal Submission.

A. At any time during the approval period, an approved trainer or organization may submit for consideration a proposal for new or revised training;

B. The trainer shall submit a completed training proposal form, provided by the Office, for each training to be offered along with all documentation required by the Office;

C. The Office shall consider approval of a proposal for standardized training only when the trainer has:

(1) Completed the approved standardized content training; and

(2) Met all applicable training approval requirements set forth by this chapter.

(.06) Conference Approval.

(A. At any time during the approval period, an approved trainer or organization may submit for consideration a conference application

B. An approved trainer, training organization, or recognized association requesting to hold a conference shall:

(1) Complete a trainer orientation session;

(2) File with the Office a completed conference application, provided by the Office, and all required information, at least 90 days prior to the scheduled conference, including:

- (a) A detailed agenda and schedule for the conference;
- (b) A schedule listing the training sessions to be offered, including keynote;
- (c) A statement of the method or tool used for assessment, if requesting Core of Knowledge hours;
- (d) The intended content area of each session offered;
- (e) The process of how certificates will be issued, including a sample of the certificate;
- (f) The evaluation form to be used;
- (g) A biographical note, resume, or other documentation that describes the conference presenter's education and experience sufficient to substantiate the presenter's special skills or expertise in the content area;
- (h) Registration practices and procedures, including issuance of receipts for payment; and
- (i) Procedures and methods used for marketing and advertising the conference.

C. Continuing Education Units (CEUs) may only be advertised and awarded if approved through an accredited college, university, or other recognized organization.

(.07) Professional Development Institute Approval.

A. At any time during the approval period, an approved trainer, organization or recognized association may submit for consideration a professional development institute application.

B. An approved trainer, training organization, or recognized association requesting to hold a professional development institute shall file with the Office a completed professional development institute application, provided by the Office, and all required information, at least 90 days prior to the scheduled event.

C. Continuing Education Units (CEUs) may only be advertised and awarded if approved through an accredited college, university, or other recognized organization.

(.08) Response of the Office.

A. Upon receiving the completed application and all required documentation for a first application or a renewal application, the Office shall determine compliance with the requirements of this chapter by:

- (1) Evaluating the application;
- (2) Reviewing the required documentation; and
- (3) Reviewing any changes related to the applicant which might affect the status of the approval.

B. Within 30 calendar days of the applicant's completion of the procedures in A of this regulation, the Office shall:

(1) Issue an initial approval or renewal to offer training to child care providers in accordance with the provisions of this chapter if:

- (a) The application is complete;
- (b) All required documentation has been received; and
- (c) The Office is satisfied that the applicant meets the requirements of this chapter; or

(2) Deny the initial approval or renewal approval if:

- (a) The applicant fails to meet the requirements of this chapter;

(b) The Office's evaluation of the application form reveals that the applicant reported false information;

(c) The applicant has a documented history of serious or repeated violations of the regulations of Maryland or any other state concerning the care of children or adults that demonstrates a disregard for the health or safety of children;

(d) The applicant has had an approval denied or withdrawn before the date on the application being considered unless the Office is satisfied that the condition that was the basis for the denial or withdrawal has been corrected; or

(e) Based on an evaluation of the character references received or other pertinent information, the Office finds evidence that raises reasonable doubt that the applicant can provide acceptable child care training.

C. If the Office denies an application pursuant to §B(2) of this regulation, the Office shall notify the applicant in writing of the denial stating:

(1) The reason for denial;

(2) The specific regulation with which the applicant has failed to comply that is the basis for the denial;

(3) That the applicant may appeal the denial; and

(4) The procedure to be used if the applicant wishes to appeal the denial.

(.09) Conflict of Interest.

(A) If the trainer is an employee of a child care [center] (corporation/facility), the trainer may not provide training for the staff of that center.

*(B) If an approved trainer provides training to a coworker that the coworker intends to use to satisfy applicable staff training requirements under COMAR 13A.16, the trainer shall notify the coworker that the training (*will*) not count toward satisfaction of those requirements.*

(.10) Administrative Responsibilities.

An approved *trainer or training* organization shall:

A. For a period of 4 years, maintain records for each trainer, including:

(1) The trainer's application and any documentation of qualifications;

(2) Topics the trainer is approved to teach;

(3) The age group or groups for which the trainer approved; and

(4) Documentation that observations are conducted for all trainers and associated trainers.

B. For a period of 4 years, maintain records of training provided, including the:

(1) Title of the course or training;

(2) Course or training description;

(3) Number of clock hours;

(4) Description of the population attending the course or training;

(5) Dates each course or training was presented;

(6) Names of the individuals attending each course or training;

(7) Completed evaluation forms;

*(8) Documentation of the *graded* assessment for successful completion used; and*

*(9) Documentation of a *sample certificate*.*

C. Provide each training participant with a signed certificate indicating successful completion of each course or training which includes the:

(1) Title of the course or training as it was approved by the Office;

(2) *Course identification number issued by the Office;*

(3) *Number of clock hours received;*

(4) *Date of the course or training;*

(5) *Core of Knowledge Area;*

(6) *Name of the presenter or trainer;*

(7) *Approval number assigned by the Office; and*

(8) *If applicable, logo or name of the sponsoring organization;*

D. Submit by the 15th of January, April, July, and October of each year of approval, on an *electronic* form provided by the Office, a report of all training activities conducted during the previous 3 months;

E. Have on file and make available upon request by the Office a statement of *operational* practices, which includes policies on:

(1) *Registration process;*

(2) *Fee structure;*

(3) *The process for issuing a receipt for payment;*

(4) *Session cancellation (and attendee notification);*

(5) *Refunds;*

(6) *The requirements for successful completion; and*

(7) *The issuance of training certificates.*

(F). *Approved training must be conducted according to the approval received from the Office, including but not limited to:*

(1) *The number of clock hours;*

(2) *The core of knowledge area;*

(3) *Use of the title approved by the Office;*

(4) *The delivery of the format approved; and*

(G) *Within 30 days of its occurrence, notification to add and or remove associated trainers from an approved training organization on a form provided by the office.*

(.11) Complaints.

The Office shall:

A. Investigate each complaint pertaining to the notice, content, or quality of training offered by an approved trainer or training organization; and

B. Prepare a written report of the findings of the investigation.

(.12) Monitoring.

A. An approved trainer shall:

(1) *Permit observation of training by a representative of the Office at any time during the training; and*

(2) *Permit review of training records by a representative of the office;*

(3) *Upon request, make records required by this chapter available to an agency representative.*

B. *A representative of the Office may observe a training session without prior notice to the trainer.*

C. *An approved trainer may request satisfactory identification from the representative of the Office.*

(.13) Sanctions.

A. *If an approved trainer or training organization violates a requirement under this chapter, the*

Office may

- (1) Enter into an agreement with the approved *trainer* or *training* organization detailing requirements for remedying the violation and achieving compliance;
- (2) *Suspend the approval until remedying the violation and achieving compliance; or*
- (3) Withdraw the approval.

(B) If an approved trainer or training organization is the subject of an action to suspend or revoke a child care license or family child care registration, the Office may:

- (1) Suspend the approval until remedying the action to suspend or revoke and achieving compliance; or*
- (2) Withdraw the approval.*

(C). If the Office decides to suspend the approval, the Office shall notify the approved trainer or training organization in writing within 20 calendar days before the effective date of the suspension, stating the:

- (1) Effective date of the suspension;*
- (2) Reason for the suspension; and*
- (3) Right of the trainer or training organization to appeal the decision of the Office.*

(D.) If the Office decides to withdraw the approval, the Office shall notify the approved trainer or training organization in writing within 20 calendar days before the effective date of the withdrawal, stating the:

- (1) Effective date of the withdrawal;*
- (2) Reason for the withdrawal;*
- (3) Regulatory violation which is the basis for the withdrawal; and*
- (4) Right of the trainer or training organization to appeal the decision of the Office.*

(E.) If the Office determines the withdrawal of an approval is warranted, upon notification, the trainer may not conduct any training that has been scheduled.

(.14) Appeal.

A. An appeal may be requested regarding a decision of the Office to deny or withdraw the approval of:

- (1) An individual trainer;
- (2) A training organization; or
- (3) A specific training.

B. An appeal shall be submitted to the Office in writing, on a form supplied by the Office, within 30 days after the date of the denial or withdrawal letter.

C. *An internal Appeals* Committee shall:

- (1) Have full and final authority to hear and decide each appeal;
- (2) Render its decision on an appeal within 30 calendar days of the appeal filing; and
- (3) Within 5 working days after rendering a decision, notify the appellant *in writing* of that decision.