**HOW TO APPLY**

If you are interested in applying for the Fund, you must first be accepted into the participating college of your choice.

**PARTICIPATING COLLEGES**

Contact information for CCCPDF Coordinators at each college can be located on our website.

Anne Arundel Community College  
Baltimore City Community College  
Bowie State University  
Carroll Community College  
Cecil College  
Chesapeake College  
College of Southern Maryland  
Community College of Baltimore County  
Coppin State University  
Frederick Community College  
Hagerstown Community College  
Harford Community College  
Howard Community College  
Montgomery College  
Prince George's Community College  
Wor-Wic Community College  
Notre Dame of Maryland University  
Salisbury University  
Towson University  
University of Maryland Baltimore County  
University of Maryland Eastern Shore  
Washington Adventist University

**NEXT STEPS**

**Step 1:** Schedule an appointment with the CCCPDF Coordinator at the participating college of which you have been accepted.

**Step 2:** The CCCPDF Coordinator must review each application for completion and sign the Application Checklist before submitting to MSDE.

**Step 3:** Submit a complete CCCPDF application with the required documentation to the MSDE.

**APPLICATION DUE DATES**

First-time Applications are due by **March 1st.**

Continuation Applications are due by **June 30th**

Applications must be completed and submitted by the application deadline to be processed.

**MORE INFORMATION**

Webpage:  
[http://earlychildhood.marylandpublicschools.org/](http://earlychildhood.marylandpublicschools.org/)

Email: 
credibleocc.msde@maryland.gov

REVISED: January 2020
OVERVIEW

The Child Care Career and Professional Development Fund (CCPDF) is a tuition assistance program for child care providers to obtain a college education at participating colleges/universities in Maryland. Funding is available for child care providers to earn a college degree in the following areas:

- Early Childhood Education
- Child Development
- Elementary Education
- Special Education

The fund does not reimburse participants as the payments are made directly to the college or university. MSDE will notify applicants of whether or not they have received fund approval.

The CCCPDF is regulated by state statute in the Code of Maryland COMAR 13A.14.09.08.

ELIGIBILITY REQUIREMENTS

CCPDF applicants must meet the following requirements to receive funds (COMAR 13A.14.09):

- Participate in the Maryland Child Care Credential Program at Level Two or higher
- Work in a licensed child care center or be a registered family child care provider in Maryland and work at least 10 hours per week
- Fulfill entrance requirements at the participating college of your choice
- Have at least one year of documented experience working with groups of children in an approved setting
- Maintain employment in an approved child care facility in Maryland while participating in the Program
- Participate in professional development
- Agree to complete the service requirement as a provider in an approved child care facility in the State of Maryland for at least 10 hours per week after completion of the degree.
- Maintain at least a 2.50 cumulative GPA from the point of first entering the Program

USE OF FUNDS

An award under the Fund can be used toward the cost of tuition, college fees and textbooks. The funds can only be used toward completion of a college degree in an approved field. An award under the Fund may not be used to pay for fees or costs, including tuition previously incurred for college enrollment.

CONTINUATION OF FUNDS

CCPDF Funds are awarded for one school year at a time, with a review of academic performance at the end of the approval year. Recipient may be approved to continue in the Fund based on the following:

- Funding availability
- Recipient maintains a 2.50 GPA
- Continued Employment – letter from current employer on letterhead; current family child care license
- Continued participation in the Maryland Child Care Credential program – copy of certificate

SERVICE REQUIREMENT

Upon graduation from the Fund, participants are required to begin the Service Commitment requirement as stated in COMAR 13A.14.09.

Associate’s Degree – Two (2) years;
Bachelor’s Degree – Four (4) years; or

One (1) month for each college credit successfully completed

Service Commitment begins upon completion of the college degree. Participants who are serving and stop working consecutively in an approved Maryland child care facility will be required to repay the amount paid on their behalf to the college for tuition, books and fees.

PROHIBITIONS AND PENALTIES

Participants who withdraw from the fund without good cause are ineligible to receive a future award and are required to repay the amount paid on their behalf to the college for tuition, books and fees.