

Child Care Career and Professional Development Fund Checklist

You must consult with the CCCPDF Coordinator before you submit your application. Check to make sure you have included all required information and copies for your records. Incomplete applications will not be processed.

Do not send original transcripts, diplomas, licenses, etc.

Do send clear legible copies of these documents.

Do provide written documentation of all experience

Do keep a copy of all items sent into the credentialing branch.

NEW Applications are due by March 1st.

	Application – Completed, signed and dated
	Experience – At least one year of child care experience <ul style="list-style-type: none"> • Signed letter from current employer on letterhead OR Current Family Child Care license. • Signed letter from previous employer on letterhead
	Participation in the Maryland Child Care Credential – Level Two or higher – Copy of current Maryland Child Care Credential certificate.
	College enrollment toward a degree in early childhood education or related field <ul style="list-style-type: none"> • Letter or other documentation of acceptance from an approved college including a declared major • Professional development plan that includes course(s) enrolled in for each semester up until graduation(Please do not use the professional development plan form for licensing requirement)

CONTINUATION – Transferring to a Four Year College – Applications are due by March 1st

	Application – Completed, signed and dated
	Continued Employment – Signed Letter from current employer on letterhead OR Current Family Child Care license.
	Continued Credential Participation – Copy of current Maryland Child Care Credential certificate – Level Two or higher
	College enrollment toward a degree in early childhood education or related field: <ul style="list-style-type: none"> • Letter of acceptance from a CCCPDF participating college/university including a declared major • Professional development plan that includes course(s) and timeline required to complete degree.

CONTINUATION Applications are due by June 30th.

	Application – Completed, signed and dated
	Continued Employment – Signed Letter from current employer on letterhead OR Current Family Child Care license.
	Participation in the Maryland Child Care Credential at Level Two or Higher – Copy of current Maryland Child Care Credential certificate.
	College enrollment toward a degree in early childhood education or related field: <ul style="list-style-type: none"> • Copy of current college transcript • Revised Professional Development Plan (if applicable)

Coordinator Signature: _____ Date: _____