

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

**Email:**

[cccpdf.msde@maryland.gov](mailto:cccpdf.msde@maryland.gov)

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## The Child Care Career and Professional Development Fund

*Funding for credentialed Child Care Providers to Pursue a College Degree*



## OVERVIEW

The Child Care Career and Professional Development Fund (CCCPDF) 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

CCCPDF 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

CCCPDF 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;

Master's Degree - Two and a half (2.5) 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.