HOW TO APPLY

If you are interested in applying for the Fund, you must first contact the participating educational institution of your choice.

PARTICIPATING COLLEGES

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

<table>
<thead>
<tr>
<th>Anne Arundel Community College</th>
<th>Montgomery College</th>
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<tr>
<td>Carroll Community College</td>
<td>Prince George's Community College</td>
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<td>Chesapeake College</td>
<td>Wor-Wic Community College</td>
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<td>College of Southern Maryland</td>
<td>Notre Dame University of Maryland</td>
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<td>Community College of Baltimore County</td>
<td>Salisbury University</td>
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<tr>
<td>Coppin State University</td>
<td>Towson University</td>
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<tr>
<td>Frederick Community College</td>
<td>University of Maryland Baltimore County</td>
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<tr>
<td>Hagerstown Community College</td>
<td>University of Maryland Eastern Shore</td>
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<tr>
<td>Harford Community College</td>
<td>Washington Adventist University</td>
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<td>Howard Community College</td>
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NEXT STEPS

Once accepted into the college of your choice, please submit a CCCPDF application and all required documentation to Office of Child Care -- Credentialing Branch.

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 deadline to be processed.

First-time applications are processed on a first come, first served basis, with priority given to applicants who have not completed any college courses for credit from an accredited college or university.

MORE INFORMATION

Webpage:  
http://earlychildhood.marylandpublicschools.org/

Email:  
credentialocc.msde@maryland.gov
**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 child care in Maryland while participating in the Program
- Participate in professional development
- Agree to complete the child care service requirement in Maryland for at least 10 hours per week after completion of the degree and/or withdrawal from the fund
- 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. An award can be used only for the actual expense of college coursework incurred subsequent to an award, 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 costs, previously incurred for college enrollment or attendance purposes.

**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 or withdrawal 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
- No Degree obtained- One (1) month per credit paid on your behalf.

If you stop working in an approved child care setting, you are required to repay MSDE for the cost paid on your behalf.