

Child Care Career and Professional Development Fund Checklist

Before mailing your application, check to make sure you have included all required information and copied 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 of acceptance or other documentation from a CCCPDF participating College/University including a declared major. • Professional development plan that includes course(s) and timeline required to complete degree.

CONTINUATION – Transferring to a Four Year College – 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.
	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:** _____