



Maryland Child Care Credential Program

Maryland State Department of Education

Presented By | Workforce Advancement Branch

May 3, 2023

Presentation Outline

1. Welcome and Introduction
2. Workforce Advancement Branch Overview
3. Maryland Child Care Credential Program
4. Core of Knowledge, Pre-Service and Continued Trainings
5. Professional Activity Units (PAUs)
6. Staff and Administrator Credential Levels
7. Application Process
8. Frequently Asked Questions

Presentation Outcomes

By the end of today's session, participants will have a better understanding of the:

- Eligibility requirements for credentialing
- Differences between the core of knowledge, pre-service, and continued training
- Criteria for Professional Activities
- Differences between professionalism and professional child care activity units
- Incentives for participating
- Application process



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Workforce Advancement Branch Overview

Professional development programs improve the knowledge and skills of early childhood educators which result in improved learning outcomes and school readiness.

Workforce Advancement Branch Goals

The goals of the Workforce Advancement Branch are to ensure that child care providers and programs:

- Have a pathway for professional development and quality improvement,
- Have access to quality training opportunities, and
- Are recognized for achieving quality benchmarks.

The Branch also offers incentives for individuals participating in the Maryland Child Care Credential Program.

Workforce Advancement Branch

Who we serve

- Registered Child Care Providers
- Child Care Center Staff
- Approved Trainers/Training organizations
- Child Care Resource Centers
- Child Care Programs

Professional Development Programs

- Child Care Credential Program
- Training Voucher and Reimbursement Program
- Child Development Associate (CDA)
- Child Care Career and Professional Development Fund (CCCPDF)
- Training Approval

Quality Initiative Projects

- Child Care Resource Center (CCRC)
- Child Development Associate (CDA) Fund
- Child Care Quality Incentive Project
- Family Provider Licensing Compliance Project
- Specialized Training for Caregivers and Child Care Educators
- ECE Alternative Certification Program
- Child Care Apprenticeship Program



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Maryland Child Care Credential Program

This program recognizes child care providers for exceeding the requirements of State licensing and registration regulations. It is a career ladder that directs an individual to build knowledge and skills in a cumulative manner from introductory training to advanced-level education.

Program Overview

The Maryland Child Care Credential Program is a voluntary quality initiative program that recognizes child care providers for exceeding the requirements of state licensing and registration regulations. It is a career ladder that directs an individual to build knowledge and skills in a cumulative manner from introductory training to advanced level education and aligns to foundational and specialized professional competencies to improve the quality and stability of the child care workforce. Providers are required to take training in areas that address child development in all domains of learning and cultural competencies.

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/msdeiichildcare090215.pdf>

Program Overview

Credential Levels

There are seven staff credential levels and four administrator credential levels

Renewal

Training, Professional Activity Unit(s) (PAU), and proof of employment in a licensed child care program in Maryland must be submitted every year in order to maintain participation in the program.

Bonuses

The credential achievement bonuses range from \$200 - \$1500

Program Eligibility Requirements

A child care provider must:

- Be a registered family child care provider, an operator, director, or staff member (teacher, assistant teacher, or aide) in a licensed child care center or letter of compliance in the Maryland.
- Participate in professional activities related to the child care profession.
- Continue working in the child care setting for no less than one year from the date you are accepted into the Credential Program.
- Complete continued training for the applicable credential level.

Program Disqualifying Statuses

Individuals ineligible to participate in the Credential Program include:

- Applicants or participants who are the subject of any sanction imposed by the Office of Child Care.
- Substitutes or volunteers, working in a registered family child care home or licensed child care center.
- Child care center employees who do not work directly with children on a daily basis (i.e., regional/district manager, administrative, maintenance, food service, transportation staff) are not eligible to participate.

Credentialing Program Incentives

As a participant of the Maryland Child Care Credentialing Program, early childhood educators are eligible for the following incentives:

- Training bonuses at the completion of Staff Credentialing levels 2-6 and Staff and Administrator levels 1-4.
- Training Vouchers and Reimbursements in the amount of \$400 for each year that you are credentialed at a level 2 or higher if funds are available.
- Eligible to participate in the Child Care Career and Professional Development Fund (CCCPDF) which provides funding towards earning an Associate, Bachelor's or Master's degree.



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Core of Knowledge, Pre-Service, and Continued Trainings

Providers are required to take training in areas that address child development in all domains of learning and cultural competencies.

What is Core of Knowledge training?

Core of Knowledge (COK) is defined as theories and practices that are essential for individuals working with children in family child care homes and child care centers and must be a minimum of 2 clock hours.

- Each training covers specific content that falls under one or more of the COK areas. The core of knowledge is divided into six major areas: Child Development; Curriculum; Health, Safety, and Nutrition; Special Needs; Professionalism; and Community.
- Core of Knowledge training is required for progression to higher levels.

Note: Approved training that has been completed within five years of the initial application may be accepted as requirements of the core of knowledge determined by the Office of Child Care.

What is pre-service training?

Pre-service is defined as credit or not-for-credit coursework required by COMAR 13A.16.06 to work as a teacher in a child care center or family child care home. Pre-service curriculum includes, but is not limited to the following topics:

- 45-hour Child Growth and Development
- 45-hour Methods and Materials (infants & toddlers, preschool, school-age)
- 45-hour Directors/Administrator Course

Training that meets the 45 or 90 clock hour requirements of COMAR 13A.16.06 if taken for:

- College credits; or
- Non-credit from a college or a trainer approved by the Office of Child Care.

Note: College coursework and pre-service training will be accepted regardless of when completed.

What is continued training?

Continued training is defined as theories and practices that are essential for individuals working with children in family child care homes and child care centers.

- Training that meets licensing regulation requirements for child care homes and centers.
- Training that is less than 2 clock hours (minimum of 1 hour) and does not require an assessment.
- Training can be used to maintain a credential level only.

Note: Continued training does not meet the requirements for Core of Knowledge training. A certificate is awarded that states “participated in” or “attended” training.



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Professional Activity Units (PAUs)

The Maryland Child Care Credential Program includes requirements for participation in activities that contribute to the professional growth and career development of those working in the field of child care. These activity units are earned through participation in activities that contribute to quality child care and the advancement of the profession.

What is a Professional Activity?

The Maryland Child Care Credential program includes requirements for participation in activities that contribute to the professional growth and career development of those working in the field of child care. These activity units are earned through participation in activities that contribute to quality child care and the advancement of the profession.

- Engage the participant in the broader aspect of the field of early childhood education as well as school-age care.
- Increase the knowledge of others in and outside of the profession.
- Increase competence, performance, and effectiveness of those working with children in child care.
- Demonstrate active involvement in professional activities that promote and support the workforce through workforce development and program improvement.

Professional Activity Unit (PAU)

A PAU is the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to an activity.

- Approved PAU's and required documentation can be located in the [Credential Booklet](#).
- PAUs that are not included on the approved list must be submitted for approval.
- Requests must be submitted on [PAU Approval Form](#).
- PAUs must be earned within the previous 12-month period.
- Completing approved training does not qualify as a professional activity.
- PAUs must be maintained for continued participation in the program.



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Staff and Administrator Credential Levels

The progression of professional development reflects research and best practices to meet the needs of infants and toddlers, preschool, and school-age children. It aligns to foundational and specialized professional competencies to improve the quality and stability of the child care workforce.

Staff Credential Level 1

How to Achieve Staff Credential Level 1	Renewal Requirements	Achievement Bonus
<ul style="list-style-type: none">Must meet OCC Licensing or Registration Requirements.		There are no incentives awarded for Level 1.

Staff Credential Level 2

How to Achieve Staff Credential Level 2	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none"> 45 clock hours Core of Knowledge training that includes: <ul style="list-style-type: none"> A minimum of 20 clock hours in child development 1 PAU 	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none"> 12 clock hours of training 1 Professional Activity Unit (PAU) 	<p>\$200 (one time)</p>

Staff Credential Level 3

How to Achieve Staff Credential Level 3	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• 90 clock hours Core of Knowledge training that includes a minimum of:<ul style="list-style-type: none">• 20 clock hours in child development• 20 clock hours in curriculum methods.• 1 year of experience, 1 year of college or• combined 1 year of experience and college• 2 professional activity units <p><i>Note: The 45 clock hours completed at level two carries over to level three.</i></p>	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 18 clock hours of continued training• 2 PAUs	<p>\$300 (one time)</p>

Staff Credential Level 4

How to Achieve Staff Credential Level 4	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none"> • 135 clock hours Core of Knowledge training consisting of: <ul style="list-style-type: none"> • 45 clock hours child development • 30 clock hours curriculum methods • 20 clock hours health, safety & nutrition • 15 clock hours special needs • 15 clock hours professionalism • 10 clock hours community issues • or Child Development Associate (CDA) • or Montessori Teaching Credential • 3 professional activity units • 2 years of experience <p><i>Note: 90 clock hours completed at level three carries over to level four.</i></p>	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none"> • 24 clock hours of continued training • 3 PAUs 	<p>\$500 (one time)</p>

Staff Credential Level 4+ (Option 1)

How to Achieve Staff Credential Level 4+	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none"> • 135 clock hours • Current accreditation through the National Association for Family Child Care (NAFCC) • 2 years of experience • 4 PAUs 	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none"> • 24 clock hours of continued training • 4 PAUs 	<p>\$600 (annually)</p>

Staff Credential Level 4+ (Option 2)

How to Achieve Staff Credential Level 4+	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none"> • 135 clock hours • 15 college credit hours of approved coursework (e.g., 5 approved three credit college courses) • Coursework in Child Development and Curriculum Planning/Methods • 9 years of experience • 4 PAUs 	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none"> • 24 clock hours of continued training • 4 PAUs 	<p>\$600 (annually)</p>

Staff Credential Level 4+ (Option 3)

How to Achieve Staff Credential Level 4+	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• 135 clock hours• Enrollment in an approved college course of study toward a degree• Accumulate 55 points by earning 5 points for each early childhood college credit course and/or each additional year of experience (a minimum of two years of experience required).• 2 years of experience• 4 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 24 clock hours of continued training• 4 PAUs	<p>\$600 (annually)</p>

Staff Credential Level 5 (Option 1)

How to Achieve Staff Credential Level 5	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• An Associate Degree with 15 college credit hours of approved coursework (e.g., 5 approved three credit college courses),• Course work in Child Development and Curriculum Methods,• 2 years of experience• 4 PAUs <p><i>Note: 90 clock hours completed at level three carries over to level four.</i></p>	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 24 clock hours of continued training• 4 PAUs	<p>\$750 (annually)</p>

Staff Credential Level 5 (Option 2)

How to Achieve Staff Credential Level 5	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• 30 college credit hours of approved coursework (e.g., 10 approved three credit college courses that includes:<ul style="list-style-type: none">• Child Development• Curriculum Planning• Health and Safety, and Nutrition• Special Needs• School Age• Infant Toddler• Language and Literacy• Child Care Administration• 2 years of experience• 4 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 24 clock hours of continued training• 4 PAUs	<p>\$750 (annually)</p>

Staff Credential Level 5 (Option 3)

How to Achieve Staff Credential Level 5	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• 15 college credit hours of approved coursework (e.g., 5 approved three credit college courses),• Enrollment in an approved college course of study toward a degree,• Accumulate 45 points by earning 5 points for each additional early childhood course and/or each additional year of experience• 2 years of experience• 4 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 24 clock hours of continued training• 4 PAUs	<p>\$750 (annually)</p>

Staff Credential Level 6 (Option 1)

How to Achieve Staff Credential Level 6	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• Bachelor’s, Master’s, or Doctoral degree from an accredited college or university in:• Early childhood education , Elementary education, Special education, Family studies, Child development, or a related discipline,• 2 years of experience• 5 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 24 clock hours of continued training• 5 PAUs	<p>\$1000 (annually)</p>

Staff Credential Level 6 (Option 2)

How to Achieve Staff Credential Level 6	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• Bachelor’s, Master’s, Doctoral degree (non-related field),• 30 college credit hours of approved coursework (e.g., 10 approved three credit college courses) that includes Child Development & Curriculum Methods• 2 year of experience• 5 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 24 clock hours of continued training• 5 PAUs	<p>\$1000 (annually)</p>

Staff Credential Level 6 (Option 3)

How to Achieve Staff Credential Level 6	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none"> • Associate degree or a higher degree with 15 college credit hours of approved coursework (e.g., 5 approved three credit courses) that include Curriculum Methods & Child Development; • Enrollment in an approved college course of study toward a higher degree; • Accumulate 45 points by earning 5 points for each additional early childhood course and/or each additional year of experience • 2 years of experience • 5 PAUs 	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none"> • 24 clock hours of continued training • 5 PAUs 	<p>\$1000 (annually)</p>

Administrator Level 1

How to Achieve Administrator Level 1	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• 240 clock hours of core of knowledge training, consisting of:<ul style="list-style-type: none">• 45 clock hours in child development• 45 clock hours in curriculum development• 45 clock hours in health, safety, and nutrition• 45 clock hours in special needs• 45 clock hours in professionalism• 15 clock hours in community issues• 2 years working directly with children in an approved setting, and• 4 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 24 clock hours of continued training• 4 PAUs	<p>\$600 (one-time)</p>

Administrator Level 2

How to Achieve Administrator Level 2		Renewal Requirements	Achievement Bonus
<p>Submit the following documentation: Successful completion of 240 clock hours of core of knowledge training consisting of:</p> <ul style="list-style-type: none">• 45 clock hours in child development• 45 clock hours in curriculum development• 45 clock hours in health, safety, and nutrition• 45 clock hours in special needs• 45 clock hours in professionalism• 15 clock hours in community	<p>Achievement of at least one of the following:</p> <ul style="list-style-type: none">• Completion of the National Administrator’s Credential (NAC)• Successful completion of at least 30 college credit hours of approved coursework in an approved course of study (e.g., 10 approved three credit college courses)• 2 years working directly with children in an approved setting; and• 5 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 30 clock hours of continued training• 5 PAUs	<p>\$750 (annually)</p>

Administrator Level 3

How to Achieve Administrator Level 3	Renewal Requirements	Achievement Bonus
<p>Submit the following documentation:</p> <ul style="list-style-type: none">• An associate degree from an accredited college, that includes:<ul style="list-style-type: none">• A minimum of 15 college credit hours of coursework related to business management and administration• Completion of at least one course in each of the following areas: Child development; Curriculum development; and Administration of Child Care Programs• At least 4 years working directly with children in an approved setting, and• 5 PAUs	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none">• 30 clock hours of continued training• 5 PAUs	<p>\$1000 (annually)</p>

Administrator Level 4

How to Achieve Administrator Level 4		Renewal Requirements	Achievement Bonus
<p>Submit the following documentation: A bachelor's, master's, or doctoral degree from an accredited college or university in one of the following:</p> <ul style="list-style-type: none"> • Business Administration • Public Administration and Management • Public School Administration • A related discipline <p>Completion of at least one three credit college course in each of the following:</p> <ul style="list-style-type: none"> • Child development • Curriculum method; and • Administration of Child Care Programs <p>Completion of 45 clock hours of training in the area of mentoring and coaching staff</p>	<p><u>Alternative Pathway</u> Submit the following documentation:</p> <ul style="list-style-type: none"> • Provider must meet the requirement for level 6 option 1, including a 3 credit coursework in “Administration of Child Care Program” and completion of 45 clock hours of training in the area of mentoring and coaching staff. • At least 5 years working directly with children in an approved setting • 6 PAUs 	<p>Complete the following within the credential year:</p> <ul style="list-style-type: none"> • 30 clock hours of continued training • 6 PAUs 	<p>\$1500 (annually)</p>

Credential Achievement Bonus

Staff Credential Achievement Bonus

\$200-\$1000 paid to the provider after achievement of a specific level. Staff are paid one time only at levels 2, 3, and 4. Staff are paid annually at levels 4+, 5, and 6.

Administrator Credential Achievement Bonus

\$600-\$1500 Administrator bonuses are paid one time only at level 1 and annually at levels 2, 3, and 4.



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Application Process

This section will provide guidelines for applying for the Maryland Child Care Credential Program.

Credential Program Application Process

Gather the following documents:

- Training Certificates – (certificates within the last 5 years for initial approval)
- Transcripts, if applicable
- PAU information/documentation
- Proof of experience

An application form must be submitted for the following:

- First-time applicants
- Renewal of credentials within 30 day of your expiration date
- To upgrade to a higher level within your credential year
- To update/reactivate your credential when your expiration date has passed

Where to Submit a Credential Application

Submit the completed application to Child Care Central via mail, fax or email to:

- Child Care Central
P.O. Box 598
Baltimore, MD 21203
- Fax number: 410-229-0145
- Email: mccccredential@conduent.com

How to Get Help with a Child Care Credential Application

1

If you need assistance with completing your application, you can reach out to your local Child Care Resource Center.

2

If you need assistance with completing your application, you can also reach out to your Quality Assurance Specialist.

Credential Program Application Process Changes



The Maryland Child Care Credential Application will soon be submitted through Maryland OneStop.

- Online application submission
- A dedicated account that providers can access 24/7 to get an update on their application status

Helpful Hints: Credential Application

- Read the Child Care Credential Program booklet prior to submitting your application (please note that the email address is listed in the booklet is incorrect and will be updated in the next publication. The correct address is mcccredential@conduent.com).
- Write legibly.
- Send all required documentation with your application.
- Processing time will take up to 30 days, once a complete application is received.
- If information or documentation is missing, a letter will be sent to the email address provided on your application.
- When emailing Child Care Central with questions, please include your legal first and last name (as submitted on your application), Party ID, and date of birth.

Reasons your application may be delayed

Applications may not be processed within the 30 day time frame due to the following:

- Associated Party (adding a provider to a child care program in CCATS)
- Bad Party ID
- Training Research
- Incomplete Application

Providers may not receive the Credential Achievement Bonus for the following reasons:

- Payment may be held at the Tax Liability Offset Office
- Address may have changed



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Frequently Asked Questions

Most frequently asked questions and answers pertaining to the credentialing program process.

Most Frequently Asked Questions

- How do I know if my application has been received or what is the status of my application?
- When is the earliest that I can submit my application for renewal?
- I received my award letter, when will I receive my bonus?
- I received my award letter and it has been over 45 days. I have not received my check. What should I do?
- Can I still send in my application after 30 days past the expiration grace period?
- Can I upgrade my credential level?
- Do I have to wait until my renewal to upgrade my credential level?
- Do I have to be credentialed at each level prior to reaching the highest credential level?
- I moved. My address has changed. What should I do?
- When does my credential expire?

Additional questions and answers can be found on pages 17 & 18 of the [Maryland Child Care Credentialing booklet](#).

Questions?

For questions pertaining to the Maryland Child Care Credential Program,
email MCCCredential@conduent.com.

For more information, visit: <https://earlychildhood.marylandpublicschools.org/credentialing>.