Office of Child Care Credentialing Branch

[Graphic: Maryland flag]
Agenda

- Welcome and Introduction
- Overview of the Credentialing Branch
- Eligibility Requirements
- Core of Knowledge, Pre Service and Continued Trainings
- FAQs
- Staff and Administrator Credential Levels
- Professional Activity Units
- Incentives
- Training Vouchers Reimbursement
- CCCPDF
- Application process
Outcome

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

• Eligibility requirements for credentialing
• Eligibility requirements for training voucher/reimbursement
• Eligibility requirements for CCCPDF
• 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
• Professional Activity Matrix
• Professional Activity Charts
• Professional Activity Approval Form
Credentialing Branch

There are Three Programs in the Credentialing Branch:

1. The Maryland Child Care Credential

2. Child Care Career and Professional Development Fund

3. Voucher/Tuition Reimbursement
Overview - The Maryland Child Care Credentialing Program

The Maryland Child Care Credential program started July 01, 2001. The Credential program is a pathway to professional development. The program recognizes child care providers for exceeding the requirements of the licensing and registration regulations. It is a career pathway that directs an individual to build knowledge and Skills in a cumulative manner from introductory training to advance level education. The progression of professional development reflects research and best practices to meet the needs of Infants and toddlers, preschool, and school-age children...
Overview - The Maryland Child Care Credentialing Program

that aligns to foundational and specialized 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 and Cultural competencies. There are seven staff Credential levels and four administrator credential levels. Each recognizes a child providers achievement of a specified amount of training, experience and Professional activity important for providing quality child care programs. It is a voluntary program, but all registered family child care providers and licensed child care center staff and administrators are eligible to apply.
Goals

• Produce a well-qualified workforce.
• Increase the overall quality of child care programs.
• Improve the status and increase compensation for child care providers.
• Recognize for-credit and non-credit career preparation.
• Provide a structure for professional growth through professional competencies.
Eligibility Requirements

In order to participate in the credential program you must be:

• A registered family child care provider in the State of Maryland.
• An operator, director, or staff member in a licensed child care center in the State of 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.
Individuals who are not Eligible to apply

- Applicants or participants may not be the subject of any sanction imposed by OCC.
- Substitutes or volunteers, whether working in a registered family child care home or licensed child care center are not eligible to participate.
- Child Care Center employees who do not work directly with children on a daily basis are not eligible to participate.
Core of Knowledge

There are six Core of Knowledge:

- Child Development
- Curriculum
- Health, Safety, and Nutrition
- Special Needs
- Professionalism
- Community

Training that has been completed within the past five years of application may be accepted as determined by the Office of Child Care. College course work for credit or non-credit and pre-service training will be accepted regardless of when completed.
The Core of Knowledge

Core of Knowledge Training means:

• Training that meets the requirements of the Maryland Child Care Credentialing program.

• Training identified as Child Development, Curriculum, Special Needs, Professionalism, Community or Health, Safety, and Nutrition.

• The participant has successfully completed the training, including an appropriate assessment.

• A certificate is awarded to each participant stating that the participant has “successfully completed” the training.
Pre-Service

Pre-Service Training means:
Training that meets the 45 or 90 clock hour requirements of COMAR13A.16.06 if taken for:

– College credits; or
– Non-credit from a college or a trainer approved by the Office.
Continued Training

**Continued Training means:**

- Training given to meet the requirements of licensing regulations for child care homes and centers, but does not meet core of knowledge/credentialing requirements.

- Participants have attended a training session to complete a number of clock hours.

- Training as identified as Child Health Issues, Child Development, Age-Appropriate Activities, or Business Practices.

- A certificate is awarded to each participant that states that the participant has “participated in” or “attended” training.
Staff Credential
Levels One and Two

- Meet CCA Licensing or Registration Requirements
- There are no incentives at Level One

**To Achieve:**
- 45 clock hours Core of Knowledge training that includes:
  - A minimum of 20 clock hours in child development
  - 1 professional activity unit
  - 2 PAUs

**To maintain level 2:**
- 12 clock hours of continued training
- 1 Professional Activity Unit (PAU)

**Bonus Amount:**
$200 (one-time only)
Staff Credential Level 3

To Achieve:

90 clock hours Core of Knowledge training that includes:
A minimum of 20 clock hours in child development, and

20 clock hours in curriculum methods

2 professional activity units, and

1 year of experience or 1 year of college

Note:

The 45 clock hours completed at level two carries over to level three

Bonus Amount:
$300 (one-time only)

To maintain level 3:

- 18 clock hours of continued training
- 2 PAUs
To Achieve:

- 135 clock hours Core of Knowledge training consisting of:
  - 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

- 3 professional activity units, and
- 2 years of experience

Note:
90 clock hours completed at level three carries over to level four.

Bonus Amount: $500 (one-time only)

To maintain level 4:
- 24 clock hours of continued training
- 3 PAUs
Staff Credential Level 4+

Option 1

- Current accreditation through the National Association for Family Child Care (NAFCC), and
- At least two years of experience

Option 2

- 15 semester hours of approved coursework
  - Coursework in
    - Child Development;
    - Curriculum Planning;
- At least 9 years of experience

Option 3

- Enrollment in an approved college course of study toward a degree,
- Accumulate 55 points by earning 5 points for each early childhood course and/or each additional year of experience (a minimum of two years of experience required)

Required PAUs = 4

To maintain level 4+:
- 24 clock hours of continued training
- 4 PAUs

Bonus Amount: $600 Annually
Option 1
- An Associate Degree with 15 semester hours of approved coursework
- Course work in Child Development and Curriculum Methods
- At least two years of experience

Option 2
- 30 semester hours of approved coursework that includes:
  - Child Development
  - Curriculum Planning
  - Health and Safety,
  - Special Needs,
  - School Age
  - Infant Toddler,
  - Language and Literacy
  - Child Care Administration
- At least two years of experience

Option 3
- 15 semester hours of approved college coursework
- Enrollment in an approved college course of study toward a degree
- Accumulate 45 points by earning 5 points for each early childhood course and/or each additional year of experience (a minimum of two years experience required)

Required PAUs = 4

To maintain level 5:
- 24 clock hours of continued training
- 4 PAUs

Bonus Amount: $750 Annually
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<tr>
<th>Option 1</th>
<th>Option 2</th>
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<tr>
<td>• Bachelor’s, master’s, or doctoral degree</td>
<td>• Bachelor’s, Masters, Doctorate (non-related</td>
<td>• Associate or higher degree with 15 semester</td>
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<td>from an accredited college or university in:</td>
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<td>• Early childhood education, Elementary</td>
<td>• 30 semester hours of approved coursework</td>
<td>• Enrollment in an approved college course of</td>
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<td>education, Special education, Family</td>
<td>that includes Child Development &amp; Curriculum</td>
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<td>studies, Child development, or A related</td>
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<td>discipline (must include a minimum of 15</td>
<td>• At least two year of experience</td>
<td>• Accumulate 45 points by earning 5 points</td>
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<td>credit hours of approved coursework)</td>
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**Required PAUs = 5**

To maintain level 6:
• 24 clock hours of continued training
• 5 PAUs

**Bonus Amount:** $1,000 Annually
To Achieve:

- 240 clock hours of core of knowledge training, consisting of:
  - 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
- 4 PAUs
- 2 years working directly with children in an approved setting

To Maintain:

- 24 clock hours of continued training
- 4 PAUs

Bonus Amount: $600 (one time only)
To Achieve:

- Successful completion of 240 clock hours of core of knowledge training consisting of:
  - 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

- Achievement of at least one of the following:
  - Completion of the National Administrator’s Credential
  - Successful completion of at least 30 semester hours of college coursework in an approved course of study

- 2 years working directly with children in an approved setting
- 5 PAUs

To Maintain:

- 30 clock hours of continued training
- 5 PAUs

Bonus Amount: $750 Annually
To Achieve:

- An associate degree from an accredited college, that includes:
  - A minimum of 15 semester hours of course work related to business management, 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 PAU’s

To Maintain:

- 30 clock hours of continued training and 5 PAU’s

Bonus Amount: $1,000 Annually
To Achieve:
A bachelor's, master's, or doctoral degree from an accredited college or university in one of the following:
• Business Administration
• Public Administration and Management
• Public School Administration
• A related discipline

Completion of at least one course in each of the following:
• Child development
• Curriculum development; and
• Administration of Child Care Programs

To Maintain:
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

30 clock hours of continued training, and 6 PAUs

Bonus Amount:
$1,500 Annually
Professional Activities

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.
Professional Activities

• Engage the participant in the broader aspect of the field of early childhood education as well as school-age.
• Increase the knowledge of others in and outside of the profession.
• Encourage active involvement in professional activities that promote and support the workforce in ways such as workforce development and program improvement, ultimately improving outcomes for children.
• Increase competence, performance, and effectiveness of those working with children in child care.
Professional Activity Units (PAUs)

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

- PAUs must be earned within the previous twelve month period.
- PAUs must be maintained for continued participation in the program.
- Completing approved training does not qualify as a professional 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.
BENEFITS

**Staff Achievement Bonus**

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

**Administrator Achievement Bonus**

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

Individuals interested in participating in the credentialing program should submit a complete application to include:

• Training Certificates
• PAU information
• Experience

Submit application via mail or fax to:
Child Care Central, P O Box 598
Baltimore, MD 21203
Fax number 410-229-0145

For questions regarding credentialing, call
1-866-243-8796
E-Mail: cccredential@conduent.com
Training Vouchers/Reimbursement

• Training Vouchers and Reimbursement are designed to assist child care professionals participating in the Maryland Child Care Credential Program at Level Two or higher with the costs of training and professional development.

• Child care providers participating in the Credential Program at level two or higher are eligible to receive up to $400 each year as long as funds are available.
Applications for Training Voucher can be submitted only for the following:

- Registration at local, state and national child care conferences and approved pre-service training.

Applications for Training Reimbursement can be submitted for local, state and national child care conferences, approved pre-service training, and approved Core of Knowledge Training.
Training Reimbursement Application

Training Reimbursement Applications must include the following supporting documentation:

• Receipt of payment indicating the amount paid for the training.

• Certificate of successful completion, grade slip, or transcript to include name of participant, date of training, training title, name of Trainer or Training Organization.

• Training completed no more than 180 days (6 months) of application date will be reimbursed.
Voucher Application

Voucher Applications must include the following supporting documentation:

– Training advertisement to include date of conference, cost, session title, organization name;
– Course catalog description; or
– Completed registration form.

• Application must be received at least 60 days prior to the conference/course date.

Amount requested must not exceed $400.
Awards

• Awards are assigned according to the incomes of all applicants who are eligible for an award, with higher priority given to lower income applicants.

• The Office of Child Care - Credentialing Branch will make training voucher and reimbursement awards according to assigned award priority.

• An award will be made to each eligible applicant as long as funds are available.
Child Care Career and Professional Development Fund

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
CCCPDF Eligibility

To receive funding, a person must:

- Be participating in the credentialing program at level 2 or higher.
- Have at least 1 year of documented experience working with children in an approved setting.
- Have been accepted by an accredited College/University participating in CCCPDF.
- Commit to completing the full program.
• Maintain working at least 10 hours a week in a licensed child care center/registered family child care program in the State of Maryland as determined by regulation.

• 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 THE FUND

• 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, cost, 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.

Recipients must reapply to continue participation in the fund based on the following:

– Funding availability
– Recipient maintains a 2.50 GPA
– Successful completion of at least two courses during 12 month period of award.
– Continued Employment – Letter from current employer on letterhead or current family child care license
– Continued participation in the Maryland Child Care Credential Program - Copy of certificate
Service Requirement for CCCPDF

Upon graduation or withdrawal from the Fund, participants are required to begin the Service Commitment:

• One month for each college credit successfully completed.
• Two years for a completed associate degree.
• Four years for a completed bachelor’s degree.

If you stop working in an approved child care setting, you are required to repay MSDE for the cost paid on your behalf.
Applying for the CCCPDF and Training Voucher Reimbursement programs

Individuals interested in applying for the CCCPDF and Training voucher/reimbursement programs should submit a complete application packet and mail to:

Maryland State Department of Education Credentialing Branch 200 W. Baltimore Street, 10th Floor Baltimore, MD 21201
Thank you!