

# Credentialing Branch Programs Guidance

## FAQs

COVID-19 Emergency Policy to Support Providers affected by the COVID-19 Virus that are participating in Workforce Development programs in the Credentialing Branch. These requirements are effective immediately.

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### Maryland Child Care Credential Program

Providers participating in the Maryland Child Care Credential program will receive a waiver.

#### **What does this mean for credentialed providers?**

- Currently, providers have a “30 days after expiration date” threshold to submit an application. The 30-day threshold will be extended to 90 days or up to **June 30, 2020**.

#### **How does the extension affect my renewal date?**

- Providers will maintain their renewal dates.

#### **My Credential will soon expire, where can I take my training if there is no Face to Face training offered?**

- There is no Face to Face training until June 30, 2020. Online training is available to providers to meet Credentialing requirements. Please refer to the link below to access available online training.

#### **I already registered for spring conferences that were either cancelled or postponed to the fall, do I need to take training to renew my credential which is due to expire now?**

- Yes, please sign up to take online training to meet the requirement for your Credential renewal.

#### **My credential is due to expire, I do not have sufficient training and PAUs?**

- The timeframe to submit your credential renewal has been extended to 90 days or until June 30, 2020.

# Child Care Career and Professional Development Fund

Providers that are participating in the Fund will meet the requirement for a waiver which includes the 10-hour minimum working in child care.

## What does this mean for participating students?

- If a child care center or family child care is closed due to COVID-19, providers are still eligible to apply and participate in the fund.

## What does this mean for students completing the service commitment requirement?

- If a child care center or family child care is closed due to COVID-19, providers will not be penalized due to no fault of their own.

## I am a new student interested in the Child Care Career and Professional Development Fund. Do I still have time to submit my application?

- The deadline to submit a new application for the fund has been extended to **May 1st, 2020**.
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# Training Voucher/Reimbursement Program

**Voucher Applications-**Providers participating in the program will receive a waiver.

## How will COVID-19 impact the deadline to submit my training voucher application?

- MSDE will accept voucher applications less than 60 days prior to an online pre-service training only. Up until June 30, 2020, the 60-day deadline will be extended to 30 days prior to an online pre-service training.

## Can I submit a voucher application for a conference during the COVID-19 crisis?

- Training Voucher applications for conferences ***should not*** be submitted at this time. All Conferences have been postponed or canceled and Trainers are ***not allowed*** to conduct any face-to-face training.

## Can I submit a voucher application for an online pre-service training instead of face-to-face training?

- Yes, if a College or approved trainer is conducting an ***online pre-service training***, an [Application for Training Voucher](#) can be submitted.

**Reimbursement Applications-** Providers participating in the program will receive a waiver.

## How will COVID-19 impact the deadline to submit my training reimbursement application?

- MSDE will accept training reimbursement applications beyond 180 days from the date of training completion. Up until June 30, 2020, the 180-day deadline will be extended to 240 days from the date of training completion to submit an [Application for Training Reimbursement](#).

# Approved Training Vouchers for Postponed or Canceled Conferences

## Approved Training Vouchers-MSCCA Conference

### What should I do if I already received a voucher for the MSCCA conference?

- Training vouchers issued for the MSCCA conference will be voided. If you received a training voucher for the MSCCA conference, please discard it. The MSCCA conference has been rescheduled, please check the MSCCA website for additional information.

### What if I have already submitted an application for a training voucher for the MSCCA Conference by the Sea?

- The MSCCA conference previously held on April 30th -May 3rd has been rescheduled. The new dates are **September 24th-27th**. All providers who plan to attend for the rescheduled dates, must submit a new [Application for Training Voucher](#) to attend the MSCCA conference.

## Approved Training Vouchers- General

### What should I do if I received a voucher for a conference that has been canceled due to COVID-19?

- If you received a voucher to attend a child care conference from the Office of Child Care - Credentialing Branch and the conference was cancelled or postponed, please discard the Voucher as it is no longer valid. If the conference is rescheduled, a new [Application for Training Voucher](#) must be submitted.

### I already registered for spring conferences that were either cancelled or postponed to the fall, do I need to take training to renew my credential which is due to expire now?

- Yes, please sign up to take online training to meet the requirement for your Credential renewal.

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## Child Care Quality Incentive Grant

Centers and Family Child Care Providers participating in the program will receive a waiver.

### What does this mean for centers and family child care providers applying for the Child Care Quality Incentive Grant?

- Currently centers and family child care providers have a 60 day deadline to submit receipts as proof of purchase for resource material. Up until June 30, 2020, the 60 day deadline will be extended to 120 days.

## Training

We have instructed trainers to modify how they conduct training in order to avoid physical contact with providers.

### **What does this mean for trainers?**

- Up until June 30, 2020, Trainers should immediately refrain from conducting face-to-face training with Child Care Providers. Any face-to-face training conducted between now and June 30th will not be accepted to meet Licensing training requirements or the Maryland Child Care Credential program;

### **What does this mean for providers who need training?**

- In response to Governor Hogan's mandate to restrict group gatherings, Maryland Family Network, in collaboration with MSDE, has set up a temporary website for the child care provider community to access a listing of all approved and scheduled virtual learning opportunities. Please check it out here: <http://www.marylandfamilynetwork.org/statewidetrainingcalendar>

### **For information regarding assistance and guidance, please contact:**

- Credentialing Branch Chief, Angeline Bishop-Oshoko at [angeline.bishop-oshoko@maryland.gov](mailto:angeline.bishop-oshoko@maryland.gov)
- Child Care Career and Professional Development Fund at [agneatha.wright@maryland.gov](mailto:agneatha.wright@maryland.gov)
- Training Voucher/Reimbursement at [Latanya.Taylor@maryland.gov](mailto:Latanya.Taylor@maryland.gov)
- Child Care Quality Child Care Incentive Grant Program at [Jacqueline.Woodruff@Maryland.gov](mailto:Jacqueline.Woodruff@Maryland.gov)
- Maryland Child Care Credential program, call CCS Central: 1.866.243.8796 or email: [cccredential@conduent.com](mailto:cccredential@conduent.com)
- Credentialing Branch General Email Account: [credentialocc.msde@maryland.gov](mailto:credentialocc.msde@maryland.gov)
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