

Credentialing Branch Programs Guidance

FAQs

(Revised 1/28/2021)

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.

Maryland Child Care Credential Program

New: Providers participating in the Maryland Child Care Credential program will no longer receive a waiver to continue in the program.

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 has been extended to 90 days or up to **December 31, 2020. This date will not be extended further. Regulations deadlines will resume as of January 2021.**

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:

- Providers now have the option to either take face to face training or on-line training. Please refer to the link below to access available online training.
<http://www.marylandfamilynetwork.org/statewidetrainingcalendar>

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 **December 31, 2020. This date will not be extended further. Regulations deadlines will resume as of January 2021.**

How can I earn PAUs to maintain my credential during COVID-19?

- Staff working in an EPSA and EPCC program will be awarded Two PAUs. Documentation:
 - Providers must submit a written letter on center letterhead from the Director.
 - Owner/Director-Must submit letter of approval from MSDE

Here are some examples of PAUs that will be awarded automatically to Providers:

- 10 years of working in child care - One (1) PAU
- 20 years of working in child care - Two (2) PAUs
- 30 years working in child care - Three (3) PAUs

Here are some examples of Professional activities that you can submit with your Credentialing applications:

- Active Association Board member - Two (2) PAUs
- Child Care Conference committee member- One (1) PAU
- Member of a local, state or national child care professional organization - One (1)
- Newsletter Contributor - Two (2)
- Professional child care book club - One (1) PAU
- Judy Center partner - Two (2) PAU

Here are some examples of PAUs Providers can participate in virtually:

- Participate on a committee in planning a virtual conference - One (1) PAUs
- Approved trainer/college instructor of infant/toddler, early childhood, or school-age virtual training - Three (3) PAUs
- Attend a virtual national conference - Three (3) PAU
- Maryland EXCELS and accreditation peer support group or Community of Practice - One (1) PAU
- Formal mentor for a student - Three (3) PAUs

For additional Professional Activity Units, please see the Professional Activity Unit Guide

<https://earlychildhood.marylandpublicschools.org/credential-branch-news-during-covid-19>

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.

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*. The 60 day deadline to submit a training voucher application for an *online pre-service training* will be extended to 30 days or until **December 31, 2020**. ***This date will not be extended further. Regulations deadlines will resume as of January 2021.***

Can I submit a voucher application for a virtual conference during the COVID-19 pandemic?

- Yes, an application for training voucher can be submitted for an approved virtual conference

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. The 180 day deadline to submit an [Application for Training Reimbursement](#) will be extended to 240 days or until **December 31, 2020**. ***This date will not be extended further. Regulations deadlines will resume as of January 2021.***

Training Vouchers for Postponed or Canceled Conferences

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.

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.
- The 60 day deadline will be extended to 120 days or until **December 31, 2020**. ***This date will not be extended further. Regulations deadlines will resume as of January 2021.***

Training

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

What does this mean for trainers?

Effective October 7, 2020, face-to-face training is limited to 30 participants including the trainer. Trainers are required to take precautionary measures to minimize the impact of COVID-19 and must adhere to the guidelines established by the CDC. These guidelines are as follows:

- All customers over the age of two are required to wear Face Coverings while inside any personal services establishment.
- Ensure patrons are seated at least six feet away from each other.
- Provide all occupants and attendees with the capability to wash their hands.
- COVID-19 virus circulation varies in communities, these considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must comply. Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings. For further guidance on gatherings, visit www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html

Will virtual training continue?

- Yes. Search for available training using the Maryland Child Care Training Calendar. trainingcalendar.marylandfamilynetwork.org/Search

What is the deadline for a trainer to submit a renewal application?

The deadline has been extended to **December 31, 2020**. ***This date will not be extended further. Regulations deadlines will resume as of January 2021.***

For information regarding assistance and guidance, please contact:

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