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.

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 has been extended to 90 days or up to December 31, 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:

● 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](http://www.marylandfamilynetwork.org/statewidetrainingcalendar)

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

● Yes, please sign up to take training online or face-to-face depending on your preference 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 December 31, 2020.

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.

Revised 9/22/2020
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.

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.

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.

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

- Yes, please sign up to take training online or face-to-face depending on your preference to meet the requirement for your Credential renewal.
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.

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?

● As the State moves into Phase Two of Governor Hogan’s plan for reopening businesses, the Office of Child Care within the Division of Early Childhood has approved the resumption of face-to-face training for child care providers. Effective July 1, 2020, trainers may resume face to face training. We are encouraging all trainers to continue to take precautionary measures to minimize the impact of COVID-19. All face-to-face training will be limited to 15 participants including the trainer and must adhere to the guidelines established by the CDC. These guidelines are as follows:

   ● Gatherings Larger Than 15 Persons Prohibited. Social, community, recreational, leisure, and sporting gatherings and events of more than 15 people ("large gatherings and events") are hereby prohibited at all locations and venues, including but not limited to parades, festivals, conventions, and fundraisers.

   ● 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.

Will virtual training continue?

● Yes, 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

What is the deadline for a trainer to submit a renewal application?
The deadline has been extended to December 31, 2020.
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 atagneatha.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: nancy.cahlink-seidler@maryland.gov