



OFFICE OF CHILD CARE

Credentialing Branch

Participation in the Maryland Child Care Credential Program includes performing activities that contribute to the professional growth and career development of those working in the field of child care.

(1 Unit) Awarded for Each Professional Activity Performed

Unit	Professional Activity	Definition	Documentation
1	Member of a local, state or national child care professional organization(may count only one membership)*	Requires participant to obtain membership to a child care organization.	Membership card or receipt showing that membership fees have been paid.
1	Active child care association committee member	Elected or appointed to perform some services or functions in an organization a committee member.	Letter ¹ verifying that participant is a member of that particular committee.
1	Child Care Conference committee member	Serve as a member to a committee in the capacity of volunteering as a facilitator guide or contributing in the planning of a local, state or national conference.	Letter ¹ indicating that participant performs such duties and a member of the committee.
1	Child Care Center Event*	Child Care events that are held at the center and parents are invited to participate.	Letter ¹ from Center Director describing event and verifying participation.
1	Community child care event (such as Week of the Young Child(WOYC), festivals, community days)	Requires participation and/or volunteer work at a child care event. Ex: a center sets up booth to disseminate information, other child care resources, and promote their child care center.	Flyer and verification letter ¹ detailing duties performed.
1	Responsible for the child care food program for the child care center or home.	The sole responsible person for the child care food program for the center or home. Please note: center must participate in the Maryland Child Care Food Program (CCFP).	Contract or certificate of continued training for the child care food program.
1	Presenter of in-service training or workshop for staff or support group/panel discussion	Requires the individual to conduct a presentation to staff members/support group on training a day.	Letter ¹ from director with details of presentation.
1	Informal mentor/advisor for high school students, child care staff or family child care provider	Serve as informal mentor to high school students or other teachers in a program.	Letter ¹ from director or assignment letter from the high school.
1	Serve on an accreditation committee/center staff (Note: Year of which the program is accredited.)	Participated in the accreditation committee for a center going through the accreditation process.	Letter ¹ from the director stating participation on accreditation team.
1	Hold a current teaching certificate	Current teaching certificate in the State of Maryland.	Current, valid Teaching Certificate.
1	Child care resource and referral volunteer(6 clock hours each credentialing year)	Volunteering at your local child care resource and referral office for a minimum of 6 hours.	Letter ¹ of completed volunteer work.
1	Transition Plan	Activities to support the transition from home to program, within the program, and program to school that are developed for children. Includes individualized plans for children with disabilities and special health care needs.	Letter ¹ from director.

Professional Activity Units (cont.)

Professional Activity Unit (PAU) refers to the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to the activity.

1	Attend and participate in a Local child care conference*	Attendance to a state conference.	Conference certificate
1	10 years of experience working with children in a child care program.	Documented 10 years of experience as a full time teacher in a licensed child care center or school or a registered family child care provider.	Letter ¹ from past employer(s) indicating employment start and end date and or copy of registration.
1	Early Childhood Professional Expo*	Expo-activity booth for early childhood professionals.	Expo passport documentation.
1	ECAC Leadership Retreat*	Strengthen partnership between public schools and childcare centers to increase school readiness.	Verification letter ¹ from the R&R or Local ECAC.
1	Maryland EXCELS and Accreditation peer support group/Focus Group or Community of Practice	Requires participation in the focus/peer support group for an extended period of time.	Verification letter ¹ from the R&R/approved trainer or facilitator
1	ECMH Consultation Director/Family Child Care Provider/Early Childhood Mental Health Center Staff	Improves the ability of staff, programs and families to prevent, identify, treat and reduce the impact of social, emotional and other mental health problems among children birth through 5 years of age. <ul style="list-style-type: none"> Be recommended by the ECMH consultant Actively participate in the consultation process Complete and return the satisfaction survey. 	Verification letter ¹ from the ECMH Consultant or verification letter from facilitating organization.
1	Developmental Screening	Center or Family Child Care provider conducts developmental screening, prior to implementation of the regulation	Verification letter ¹ from the Director of the program or Registered Family Provider
1	School Board Liaison	Serve on the Board for a full school year in the capacity of developing policies, procedures, budget, etc. (School age teacher)	Letter from Director or School Board describing duties performed.
1	Professional Child Care Book	Requires participant to facilitate a book club. Ex: discussions, open dialogue between staff and families and organizing scholastic book club.	Letter from Director stating duties and responsibilities.

NOTE: ¹All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, R&R staff) for documenting the activity. * Counts only once during an application cycle.



For More Information or Questions:

(410) 767-7852

cccredential@conduent.com

<http://earlychildhood.marylandpublicschools.org/child-care-providers/credentialing>