



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.

(3 Units) Awarded for Each Professional Activity Performed

Units	Professional Activity	Definition	Documentation
3	National Child Care Conference Attendance*	Attendance to a national conference	Certificate indicating date of conference, sessions attended and clock hours of sessions
3	Presenter at a local, state or national conference	Conduct a child care presentation at a local, state, or national conference	Letter ¹ of confirmation from the sponsoring organization Conference Booklet
3	Approved trainer/instructor of infant/toddler, early childhood, or school-age training	Recognized by MSDE as an Approved Trainer	Current MSDE issued training approval certificate or proof as an ECE instructor Letter ¹ from MSDE approved training organization
3	Author or contributor of material to an early childhood or school-age publication distributed nationally	Author, contribute, or assist with writing material for a nationally distributed publication (e.g. Young Children; Childhood Education; Childhood Explorer, etc)	A copy of the article identifying you as the author or contributor
3	Editor of local, state, or regional child care newsletter	An editor is responsible for checking, reviewing, correcting, and perfecting written materials, articles, and pieces.	Letter ¹ from the organization identifying you as the editor Copy of newsletter
3	Child Development Associate Professional Development Specialist	Approved by the Council for Professional Recognition	Documentation of Approval from the Council for Professional Recognition
3	State and/or National Accreditation observer/validator/verifier	Approved by an accrediting organization to conduct accreditation visits	Documentation of Approval from the accrediting organization
3	Reliable ECERS, ITERS, FACERS, SACERS, PAS, BAS, CLASS validator/observer/assessor	Completed required training and reliability process for a specific assessment	Letter ¹ of Reliability from the sponsoring organization
3	Supervisor for student-teacher officially placed by a high school or college/university	Supervise student-teachers in the classroom	Letter ¹ from the high school coordinator, college/university or direct supervisor

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.

3	Successfully completion of six (6) college credits	Completion of six college credits within the Credential year	Copy of current transcript. Copy of current grade report
3	Graduate with a Bachelor Degree in ECE from an accredited college/university	Completion of graduation requirements for a Bachelor degree within the Credential year	Copy of degree Copy of transcript indicating degree awarded
3	Formal Mentor	An experienced individual who is committed to helping other adults to become more effective at their work ex. Mentor/mentee process	Mentor/Mentee Contract identifying structure of the process; length of time; and activities/tasks completed during the time
3	Reliable CLASS Observer	Completion of required training and reliability process	Letter ¹ of reliability from the sponsoring organization
3	Volunteer 18 hours for the Resource & Referral Agency	Volunteer hours at the resource & referral agency ex. supervising the resource room; cataloging library shelf; conference volunteer, etc	Letter ¹ from the resource & referral agency indicating number of hours and volunteer activities
3	30 Years of experience working with children in a child care program	30 years of experience working in a licensed child care center and/or as a registered family child care	Letter ¹ from supervisor(s) indicating position & length of time directly working with children 1st & last Pay stubs indicating hours worked
3	Testify at a legislative hearing on EC policy/regulation	An individual who testifies at a legislative hearing in support of early childhood policy and or regulations.	Agenda or copy of testimony
3	Peer reviewer for training proposals	Reviews early childhood training proposal bi-monthly with the training approval peer review team.	Letter ¹ from Training Approval Coordinator

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:

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