



Child Care Career and Professional Development Fund (CCCPDF)

Frequently Asked Questions (FAQs)

1. Who is eligible for the Fund?

Child care professionals who participate in the Maryland Child Care Credential program at Level Two or higher and meet the Fund eligibility requirements.

2. How is the Fund accessed?

The Fund is accessed through the Office of Child Care – Credentialing Branch.

3. Where can I find an application for the Fund?

Forms are available on the MSDE website and participating colleges.

4. When is the application deadline for the Fund?

New applications are due by March 1st. Continuation applications are due by June 30th.

5. I recently applied for Credential participation can I apply for the Fund?

No. Fund applicants must have a current Level Two or higher Credential at the time of Fund application submission.

6. How will a person know if they receive an award through the Fund?

An approval or denial letter will be sent to the applicant and the college.

7. How can the Fund be used?

An award under the Fund can be used toward the cost of tuition, college fees and textbooks. The funds can only be used toward completion of a college degree in an approved field. An award under the Fund may not be used to pay for fees or costs, including tuition previously incurred for college enrollment.

8. Can a person receive funding every year?

Funding may continue as long as funding is available and the recipient continues to meet the requirements. The recipient must submit a continuation application with the required documentation each year to continue participation in the Fund.



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9. How is the Fund distributed?

Funds are distributed directly to the college/university. Funds are distributed on an annual basis as long as funding is available.

10. What must a participant do once the degree is completed?

Upon graduation from the Fund participants are required to begin the Service Commitment requirement as stated in COMAR 13A.14.09. Upon acceptance of the Fund, the recipient commits to continuing employment at least 10 hours per week as a provider for a period of time which is the shortest of:

- (a) 1 month for each college credit successfully completed;
- (b) 2 years for a completed associate degree; or
- (c) 4 years for a completed bachelor's degree;

11. Can the employment service requirement be satisfied while still taking classes?

No. Service Commitment begins upon completion of the college degree program. While taking courses, the recipient is required to maintain employment consecutively in an approved Maryland child care facility for at least 10 hours per week.

12. What happens if a person does not complete the service requirement?

Participants who are serving and stop working consecutively in an approved Maryland child care facility will be required to repay the State of Maryland the amount paid on their behalf for college tuition, fees, and textbooks.

13. What happens if a participant withdraws from the fund without good cause?

Participants who withdraw from the fund without good cause are ineligible to receive a future award and are required to repay the amount paid on their behalf to the college for tuition, books and fees. COMAR 13A.14.09.09(D)

For more information, please visit:

<http://earlychildhood.marylandpublicschools.org/workforceadvancementbranch>