

Fax: 410-229-0145 Email: mccccredential@conduent.com	Maryland State Department of Education Division of Early Childhood Development Maryland Child Care Credential Program CREDENTIAL APPLICATION	Return To: Child Care Central PO Box 598 Baltimore, MD 21203
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For assistance completing the application, see page 3 for instructions or call Child Care Central at **1-877-355-1229** or refer to the Credentialing Booklet on the MSDE Credential Program website

Incomplete applications will be returned.

Section 1 General Information

Application Type: First Application Renewal Update Upgrade

Section 2 Applicant Information

Legal Name (Last, First, Middle): *This should match information submitted to the Licensing office.*

Party ID Number: <small>Required for Renewal, Updates and Upgrades.</small>	Social Security Number (SSN): <i>Required for bonus payment</i>	Date of Birth (DOB): MM/DD/YYYY
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary	Race and Ethnicity: <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Another Race	Age Range: <input type="checkbox"/> 17-35 <input type="checkbox"/> 36-54 <input type="checkbox"/> 55 - above
Primary Language:	County/Jurisdiction:	
Mailing Address: Street Apt Number City State Zip Code		
Phone Number:	Email Address:	
Are you applying or currently enrolled in the Child Care Career Professional Development Fund (CCCPDF)? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 3 Employment Information

Position (Check one)

Child Care Center Employee*

Licensed Child Care Center Name:

Center Mailing Address: Street Apt Number City State Zip Code

Center License Number: Center Phone Number:

Check primary position: Director Teacher Aide Other:

Age Group (check all that apply): Infant/Toddler Preschool School Age All

****Must submit a letter of employment on the center's letterhead including position, hours worked per week and start and end date for each position held.***

Family Child Care Provider**

Registration Number:

*****Must submit a certificate of registration and 1 attendance sheet dated within the last 12 months***

Section 4 Signature

I affirm that all information on this application and all attached documentation is true and correct. I understand that if I have had a child care license or registration suspended or revoked I may not be eligible to participate in the Credential Program. I further understand that there are penalties for giving false statements. I have attached all required information including documentation of training, professional activity, and experience. My signature below makes this statement binding.

Applicant Signature	Date
<i>This application will not be processed if the form is not signed and dated.</i>	

Instructions for completing an application to the Maryland Child Care Credential Program

Section 1 General Information

Select only one Application Type.
 To be credentialed for the first time, check **First Application** and complete Sections 1 through 6.
 To renew a current credential within the required timeframe, check **Renewal** and complete all Sections except Section 5.
 To reactivate a credential that expired more than 30 days ago, check **Update** and complete all Sections except Section 5.
 To move to a higher level within the credential year, check **Upgrade** and complete all Sections except Section 5.

Required Documentation

Enclose the following documents with your application. Please refer to the Child Care Credential Program Booklet for additional details. The booklet can be found on <https://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care/credentialing-branch/child-care-credential-program>

Education/Training	<ul style="list-style-type: none"> OCC Approved Training Certificates (Completed within 5 years of application date for First Application. Completed within the current credential year for Renewal, Update, or Upgrade.) College grade slips/transcripts or proof of current college enrollment (No expiration regardless of date for First Application. Completed within the current credential year for Renewal, Update, or Upgrade.) College degree with accompanying transcript from an accredited college or university. (Foreign degrees must be translated and evaluated before submission.)
Professional Activities (Must be within 12 months of application date.)	<ul style="list-style-type: none"> Professional organization membership card(s) Canceled checks Letters of acknowledgement of participation in professional activities Other documentation, as appropriate. (Refer to the Credential Program booklet for examples of PAUs)
Experience	<ul style="list-style-type: none"> Family Child Care Provider: Copy of any family day care certificate of registration, including current certificate and copy of at least one child attendance sheet completed during the past 12 month period. Center Staff: Letter of employment on center letterhead including position, hours worked per week and start and end date for each position held or other documentation of current employment. Any other documentation of experience, letters, time sheets, staff evaluation card, etc.

Section 2 Applicant Information

Answer all of the questions in this section.
 Your legal name should match information submitted to the Licensing Office.
Please make a note of the Date of Birth and Phone Number you enter on the form. This information will be needed to access your credential information on the automated phone system.

Section 3 Employment Information

Answer all of the questions in this section for your current position. In the position section, choose either Family Child Care Provider or Child Care Center Employee. If you are an employee, answer the remaining questions in that section.
- Family child care providers must submit a certificate of registration and 1 attendance sheet dated within the last 12 months.
- Child care center staff must submit a letter of employment on the center's letterhead including position, hours worked per week and start and end date for each position held.
- Center directors are required to submit Form 1205 to the Licensing office for a new employee

Section 4 Signature

You must sign and date the application for it to be considered complete. Incomplete applications will be returned.

Section 5 Essay

If this is your first application, either type or hand write an essay on the question you selected and include it in your application packet.

Section 6 Education

List all courses from your attached college grade slips/transcripts that are related to early childhood development and the college credit hours for each. If this is a First Application, list all related college courses ever completed. If this is a Renewal, Update, or Upgrade, list only related college courses taken during the current credential year.

Additional Information

For additional information on the Maryland Child Care Credential Program or completing this application refer to the Credentialing Booklet at <https://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care/credentialing-branch/child-care-credential-program>