MARYLAND STATE DEPARTMENT OF EDUCATION
EDUCATION
EQUITY AND EXCELLENCE

THE MARYLAND
CHILD CARE CREDENTIAL PROGRAM

MARYLAND
CREDENTIALED
CHILD CARE
PROVIDER

CONTENTS

OVERVIEW

The Maryland Child Care Credential is a quality incentive program that recognizes child care providers for exceeding the requirements of State licensing regulations. It is a career ladder that directs an individual to build knowledge and skills in a cumulative manner from introductory training to advanced level education. The progression of professional development reflects research and best practices to meet the needs of infants and toddlers, and preschool and school age children. It aligns to foundational and specialized professional competencies to improve the quality and stability of the child care workforce. Providers are required to take training in areas that address child development in all domains of learning and cultural competencies.

There are seven staff credential levels, and four administrator levels, Each level recognizes a child care provider's achievement of a specified number of training, experience and professional activity important for providing quality child care environments. The Maryland Child Care Credential is a voluntary program, and all registered family child care providers and licensed child care center staff and administrators are eligible and encouraged to apply.

PROGRAM GOALS

The major goals of the Credential Program are to:

- Produce a well-qualified workforce.
- Increase the overall quality of child care programs to ensure that all children enter school ready to succeed.
- Improve the status and increase compensation for child care providers.
- Recognize for-credit and non-credit career preparation.
- Provide a structure for professional growth through professional competencies.

CREDENTIAL PROGRAM REQUIREMENTS & INFORMATION

ELIGIBILITY

You may participate in the Maryland Child Care Credential Program if you are:

- **A registered family child care provider**
- **An operator, director, or staff member (teacher, assistant teacher, or aide) in a licensed child care center or letter of compliance facility**

APPLICATION TYPES

- **New** - First time applicant for the Maryland Child Care Credential Program.
- **Renewal** - To renew a current credential within the required timeframe.
- **Upgrade** - To move to a higher level within the credentialed year.
- **Update** - To reactivate an expired credential.

HELPFUL INFORMATION

When you apply to participate in the Maryland Child Care Credential program, you agree to:

- Continue working in a child care setting for no less than one year from the date you receive your Maryland Child Care Credential;
- Complete the required number of continued training to maintain your credential level and;
- Participate in the required number of professional activities related to the child care profession to maintain your credential level.

♦ Approved training that has been completed within five years of the application date may be accepted as meeting the requirements of the core of knowledge. However, college coursework, whether for credit or non-credit, and pre-service will be accepted regardless of when it was completed.

♦ You will need to take the appropriate training to meet your long-term goals.
- The Maryland Child Care Credential – you must take training from an Office of Child Care (OCC) approved trainer, organization or an accredited college or university.
- The Child Development Associate (CDA) – refer to the training requirements set by the National Council for Early Childhood Professional Recognition.
- A college degree – courses taken for credit from an accredited college or university.
- MSDE teaching certification – check with the Maryland State Department of Education Teacher Certification Branch for information. Call 410-767-0412 or 866-772-8922 for additional information.

♦ Family child care providers or staff at child care centers applying for program accreditation should check with the accrediting organization on any additional training criteria needed to meet the accreditation standard.

♦ **A Credential is issued for a 12-month period and may be renewed each year.**

♦ **Administrator credential level is not higher than staff credential level.**

INELIGIBILITY

♦ You may not participate in the Credentialing Program if you are the subject of any sanction imposed by the Office of Child Care.

♦ Substitutes or volunteers, working in a registered family child care home or licensed child care center, are not eligible to participate.

♦ Child care center employees who do not work directly with children on a daily basis (regional/district manager, administrative, maintenance, food service) are not eligible to participate.

INCENTIVES

There are incentives available to child care providers who choose to participate in the Maryland Child Care Credential Program. Incentives are available to providers participating in the Credential Program at Level Two and higher.

ACHIEVEMENT BONUSES

♦ Upon successful completion of the requirements, staff will be awarded a one-time only achievement bonus for credential levels two through four and administrator level one. Bonuses are awarded annually at staff levels four plus, five and six and administrator credential levels two, three and four.

♦ To receive an achievement bonus, a participant shall:
   ▪ Meet the requirements for level two or higher pursuant to COMAR 13A.14.09.05.
   ▪ Submit a complete renewal application that shows:
      ▪ Documentation of continued training, professional activities and
      ▪ One year of continued employment in a licensed child care program.

TRAINING VOUCHERS AND REIMBURSEMENT

Depending upon available funding, child care providers participating in the Credential Program at Level Two or higher are eligible for training vouchers or reimbursement for approved training.

During each 12 months of participation, up to $400 is available to program participants to pay for the cost of additional training needed to complete the training plan. Vouchers may only be issued for conferences, pre-service and college coursework.

♦ Training Voucher and Reimbursement Applications can be submitted online.

♦ Participants must be able to upload required documents for each application.

♦ Applications for a training voucher or reimbursement must be submitted through Maryland OneStop.

♦ Incomplete applications will be returned.

For more info visit:
http://earlychildhood.marylandpublicschools.org

CHILD CARE CAREER AND PROFESSIONAL DEVELOPMENT FUND (CCCPDF)

The CCCPDF is a tuition assistance program for child care providers to obtain a college education at participating colleges/universities in Maryland. Funding is available for child care providers to earn a college degree in the following areas:
   ▪ Early Childhood Education
   ▪ Child Development
   ▪ Elementary Education
   ▪ Special Education

Depending upon available funding, child care providers participating in the Credential Program at level two or higher with at least one year of documented experience are eligible to apply.

CCCPDF applicants must meet the following requirements to receive funds (COMAR 13A.14.09):

   ▪ Participate in the Maryland Child Care Credential Program at Level Two or higher
   ▪ Work in a licensed child care center or be a registered family child care provider in Maryland and work at least 10 hours per week
   ▪ Fulfill entrance requirements at the participating college of your choice
   ▪ Have at least one year of documented experience working with groups of children in an approved setting
   ▪ Maintain employment in a licensed Maryland child care program while participating in the CCCPDF
   ▪ Agree to complete the child care service requirement in Maryland for at least 10 hours per week after completion of the degree
   ▪ Maintain at least a 2.50 cumulative GPA

CORE OF KNOWLEDGE

Core of Knowledge is defined as theories and practices that are essential for individuals working with children in family child care homes and child care centers. The core of knowledge is divided into six major areas:

- Child Development
- Curriculum
- Health, Safety & Nutrition

- Professionalism
- Special Needs
- Community

Training may be taken from an Office of Child Care approved trainer, training organization or an accredited college or university. The six Core of Knowledge areas are listed in the chart that follows. Each bulleted item under the Core of Knowledge area identifies the content of a workshop or a component of a college class. The hours in parenthesis indicates the number of clock hours required to complete each Core of Knowledge area for credential level four.

CHILD DEVELOPMENT (45 clock hours)

- Child growth and development theories and effects on child care and education
- Connections between development and learning
- Methods of observation and developmental screening
- Familial, cultural, and environmental influences on development

- Theories of respectful child guidance, behavior modification, and behavior management
- Positive child guidance strategies and behavior expectations that promote pro-social behavior
- Research in early brain development
- Documentation of growth and learning, including stages of development
- Pace and range of development

CURRICULUM (30 clock hours)

- Maryland Early Learning Standards which incorporates and includes the Maryland's College and Career Ready Standards, and Healthy Beginnings.
- Significance of play, emergent curriculum in development and learning
- Developmentally appropriate practices that focus on children's development, interests/needs, and consider culturally valued content and home experiences

- Learning experiences that help children develop emerging intellectual curiosity, problem solving and decision making skills, and critical thinking
- Use of formal and informal assessments to plan activities, individualize lessons, and improve quality
- Approaches to learning and learning styles
- Planning appropriate environments for all children, including indoor and outdoor learning spaces
- Anti-bias and cultural competency as it relates to the classroom environment and materials

HEALTH, SAFETY AND NUTRITION (20 clock hours)

- Health practices
- Safety management practices
- Illness and injury prevention
- Emergency preparedness
- Health and nutrition for all children to support development
- Health record keeping and policy considerations
- Identification and reporting of abuse, neglect, and injurious treatment

- Sanitation practices and procedures
- Developmentally appropriate supervision of all children
- Adverse childhood experiences' impact on children's health and wellness
- Resiliency

NOTE - First Aid/CPR may not be counted toward this Core of Knowledge area

PROFESSIONALISM (15 clock hours)

- Current issues, trends, research, and opportunities in the child care field
- Self-reflection and assessment
- Professional standards and ethics, including confidentiality, anti-bias, and cultural competency
- Coaching and mentoring
- Collaboration/collaborative process within the early childhood community
- Advocacy for children and child care

- Awareness of professional organizations and associations, community resources, education opportunities, licensing regulations, and quality improvement initiatives
- Financial/budget planning and management
- Staff/program development, supervision, and evaluation
- Leadership, teambuilding, and conflict resolution
- Effective interaction and communication skills
- Human resources, marketing, and public relations
- Developing program policies and procedures

CORE OF KNOWLEDGE (con't)

SPECIAL NEEDS (15 clock hours)

- Developmentally appropriate practices for children with varying developmental, emotional, cognitive, language and/or physical needs
- Supports including accommodations, adaptations, modifications, inclusionary practices, and Universal Design for Learning (UDL)
- Effective engagement and collaborations with parents/families, professionals, agencies, and others to support children with disabilities, delays, and/or special health care needs

- Inclusionary practices, including applicable laws, policies, and procedures
- Understanding IEP/IFSP implementation in child care programs
- Design of inclusive and accessible learning environments
- Specific populations and medical considerations
- Awareness of resource and referral agencies, organizations, and professionals

COMMUNITY (10 clock hours)

- Diverse family and community characteristics
- Support and engage families and communities through respectful and reciprocal relationships
- Intentionally involve families and communities in children's development and learning
- Community resources that support children and families
- Knowledge of/use of Maryland's Family Engagement Framework and Toolkit

- Family dynamics
- Recognition of diversity within families and communities
- Collaborative and supportive relationships between child care programs and community agencies, businesses, associations, professionals, and others

PROFESSIONAL ACTIVITY UNITS

The Maryland Child Care Credential Program includes requirements for participation in activities that contribute to the professional growth and career development of those working in the field of child care. These activity units are earned through participation in activities that contribute to quality child care and the advancement of the profession.

PROFESSIONAL ACTIVITIES ARE THOSE THAT:

Engage the participant in the broader aspect of the field of early childhood education as well as school-age care.
- Increase the knowledge of others in and outside of the profession.
- Demonstrate active involvement in professional activities that promote and support the workforce in ways such as workforce development and program improvement, ultimately improving outcomes for children.
- increase competence, performance, and effectiveness of those working with children working in child care.

Completing approved training does not qualify as a professional activity. However, coursework completed at an accredited college or university for credit with a grade of C or higher will count as two (2) Professional Activity Units (PAUs). Please see PAU chart for more details.

PROFESSIONAL ACTIVITY UNITS (PAUs)

A PAU is the number assigned to an activity depending on the number of hours spent, level of effort, or commitment to an activity.

PROFESSIONAL ACTIVITY UNIT APPROVAL FORM

For any professional activity not listed on the PAU chart, a Professional Activities Request Form must be completed. The Office of Child Care – Credentialing Branch will review the information submitted and make a determination within 60 days of receipt. A decision letter will be sent via email.

The following PAU charts provide examples of PAUs and are not a complete listing of possible activities.

PROFESSIONAL ACTIVITY UNITS

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 as 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 on a committee in the capacity of volunteering as a facilitator 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*	Participate in a child care event that is 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) or fundraiser campaign to benefit children	Requires participation and/or volunteer work at a child care event. Ex: a center sets up a booth to disseminate information, other child care resources, and promote their child care center.	Flyer full date (month, day and year) of the activity 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 and Adult Care Food Program (CACFP).	Contract or certificate of continued training for the child care food program.
1	Presenter of in-service training or workshop for staff	Requires the individual to conduct a presentation to staff members.	Letter[1] from director with details of presentation.
1	Informal mentor	Serve as an informal mentor for high school students, child care staff or family child care provider.	Letter[1] from director verifying mentorship.
1	Serve on accreditation committee (center staff) Note: The year in which the program is accredited	Participated in the accreditation committee for a center going through the accreditation process.	Letter[1] from the Director and current accreditation certificate.
1	Hold a current teaching certificate	Current teaching certificate in the State of Maryland.	Current teaching certificate.
1	Child Care Resource Center (CCRC) volunteer (6 clock hours each credentialing year)	Volunteer hours at a CCRC.	Letter[1] from CCRC representative indicating volunteer activity and number of hours.

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

PROFESSIONAL ACTIVITY UNITS

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.			
Unit	Professional Activity	Definition	Documentation
1	Transition Plan	Activities to support the children during transition from home to program, within the program, and program to school. Includes individualized plans for children with disabilities and special health care needs.	Letter[1] from Director with supporting documentation.
1	Attend and participate in a local child care conference*	Attendance at a local or regional child care conference.	Conference certificate.
1	10 years of experience working with children in a child care program	10 years of experience working directly with children in a licensed program.	• Letter[1] from past employer(s) indicating position working directly with children and start and end dates with hours worked. • First and last pay stubs indicating hours worked. • Copy of the family child care license.
1	Early Childhood Professional Expo*	Staff an expo-activity booth for early childhood professionals.	Expo passport documentation.
1	ECAC Leadership Retreat*	Attend an ECAC leadership retreat to strengthen partnership between public schools and child care centers to increase school readiness.	Verification letter[1] from the CCRC or local ECAC.
1	Maryland EXCELS and accreditation peer support group or Community of Practice	Requires participation in the peer support group or Community of Practice for an extended period of time.	Verification letter[1] from the CCRC/approved trainer or faciltator.
1	Early Childhood Mental Health (ECMH) Consultation Project	Receive services to improve 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. Must: • 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.	Verification letter[1] from the Director of the program or 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[1] from Director of the School Board describing duties performed.
1	Professional child care book club	Requires participant to facilitate a book club. Ex: discussions, open dialogue between staff and families and coordination of book club efforts.	Letter[1] from Director stating duties and responsibilities.
1	Public Policy Committee	Requires participation on a committee that addresses issues related to child care.	Letter[1] from chairperson of the committee.

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

PROFESSIONAL ACTIVITY UNITS

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.

(2 Units) Awarded for Each Professional Activity Performed

Unit	Professional Activity	Definition	Documentation
2	Active Association Board Member*	Board member of a local, state or national child care related association.	Letter[1] from representative of the organization or printed distribution material naming the individual as an official board member.
2	Task Force Member (A group formed to carry out a specific mission or project, or to solve a problem that requires a multidisciplinary approach.) Advisory Group Member (A group of volunteers that meets regularly on a long-term basis to provide advice and/or support to an institution, agency or organization.)	Contributing member of a task force/advisory group focused on the child care community.	Letter[1] from lead of task force/advisory group. Printed acknowledgement naming individual as a member.
2	Newsletter Contributor*	Contribute written material for a local or state distributed publication (e.g. parent newsletter, school newsletter).	Copy of the newsletter or article identifying you as the author, editor, or contributor and includes the publication month and year.
2	Three credit college coursework	Successful completion of three (3) college credits.	Copy of current transcript.
2	Judy Center partner	A collaborating partner in local Judy Center.	Letter[1] or copy of agreement from Judy Center representative.
2	Webpage development/maintenance	Design, build and/or maintain a webpage for a child care related organization.	Letter[1] from representative defining role/duties including the name and purpose of website.
2	Program Accreditation (Center Director family child care provider only)*	Lead facilitator in the accreditation process.	Copy of accreditation letter/certificate.
2	Director Consortium*	Partnership of two or more directors participating in a common activity and/or pooling resources to achieve a common child care related goal.	Copy of minutes/agenda from meeting.

NOTE: [1] All 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.

PROFESSIONAL ACTIVITY UNITS

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.

Unit	Professional Activity	Definition	Documentation
2	Child Care Resource Center (CCRC) Volunteer (12 clock hours each credentialing year)	Volunteer hours at a CCRC.	Letter[1] from CCRC representative indicating volunteer activity and number of hours.
2	State Child Care Conference attendance*	Attendance at an MSDE approved state conference.	Certificate indicating date of conference, sessions attended and clock hours of sessions.
2	20 years of experience working with children in a child care program	20 years of experience working directly with children in a licensed program.	One of the following: • Letter[1] from past employer(s) indicating position working directly with children and start and end dates with hours worked. • First and last pay stubs indicating hours worked. • Copy of the family child care license.
2	Completion of rating scale for own program	Rate program using appropriate rating scale (ITERS, ECERS, SACERS, PAS, BAS, FCCERS, CLASS).	Copy of self-evaluation.
2	Graduate with an Associate degree in Early Childhood Education	Complete requirements for an Associate degree in Early Childhood Education from an accredited college or university within credential year.	Copy of complete transcript that indicate participant name, name of college/university and graduation date. Copy of degree.
2	Statewide Symposium*	Attend a conference or meeting in which several speakers discuss topics related to child care.	Certificate of attendance indicating date, topic(s) and speaker(s). Include an agenda.
2	Child Care Community Events Committee Chair/Co-Chair	Participate in the planning and implementation of a child care event to benefit children, families and/or community.	Copy of flyer/advertisement of event & a letter[1] of participation from event representative. Letter[1] indicating the who, what, when, where and why of the event.
2	Volunteer site for program(s) implementation	Volunteering for use as a training site for programs (Examples include: Maryland EXCELS, Best Beginnings, L.E.A.R.N. Pilot, PEEP).	Letter[1] of participation from lead of MSDE approved pilot program or approved facilitator.

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

PROFESSIONAL ACTIVITY UNITS

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

Unit	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. A copy of the conference booklet.
3	Approved trainer/college instructor of infant/toddler, early childhood, or school-age training	Recognized by MSDE as an approved trainer or college instructor.	Current MSDE issued training approval number. Letter[1] from college department head.
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, FCCERS, 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.
3	Successful completion of six (6) college credits	Completion of six college credits within the credential year.	Copy of current transcript.
3	Graduate with a Bachelor degree in Early Childhood Education from an accredited college/university	Completion of graduation requirements for a Bachelor degree within the credential year.	Copy of complete transcript that indicate participant name, name of college/university and graduation date. Copy of degree.

NOTE: [1] All 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.

PROFESSIONAL ACTIVITY UNITS

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.			
Unit	**Professional Activity**	**Definition**	**Documentation**
3	Formal Mentor	An experienced individual who is committed to helping other adults to become more effective at their work ex. Mentor/mentee process; supervises student teacher placed in the classroom by a high school or college, etc.	Mentor/Mentee Contract identifying structure of the process; length of time; and activities/tasks completed during the time.
3	Child Care Resource Center (CCRC) Volunteer (18 clock hours each credentialing year)	Volunteer hours at a CCRC.	Letter[1] from the CCRC 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 directly with children in a licensed program.	▪ Letter1 from past employer(s) indicating position working directly with children and start and end dates with hours worked. ▪ First and last pay stubs indicating hours worked. ▪ Copy of the family child care license.
3	Testify at a legislative hearing on early childhood policy/regulation	An individual who testifies at a legislative hearing on 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: [1] All letters must be on official letterhead and completed by the individual responsible (typically the director, conference chair, CCRC staff) for documenting the activity. * Counts only once during an application cycle.

STAFF CREDENTIAL LEVELS

	1	2	3	4	4+ Option 1	4+ Option 2	4+ Option 3
EDUCATION/TRAINING	Meet OCC Licensing Requirements	**CORE OF KNOWLEDGE TRAINING** ◆ 45 clock hours: ▪ Min of 20 hrs CD	◆ 90 clock hours: ▪ Min of 20 hrs CD ▪ 20 hrs CM	◆ 135 clock hours: ▪ 45 hrs CD ▪ 30 hrs CURR ▪ 20 hrs HSN ▪ 15 hrs SN ▪ 15 hrs PROF ▪ 10 hrs COMM ◆ or National Child Development Associate (CDA) ◆ or Montessori Teaching Credential	◆ 135 clock hours (meet training requirements for level 4) and ◆ Program Accreditation (family child care only)	◆ 135 clock hours, as required in level 4, and ◆ 15 college credit hrs of approved coursework (e.g., 5 approved three credit college courses) that include college credit courses in CD & CURR	◆ 135 clock hours (meet training requirements for level 4), and ◆ Enrollment in an approved college course of study* toward a degree. And ◆ Accumulate 55 points by earning 5 points for each additional early childhood college credit course and/or each year of experience
EXPERIENCE	NA	NA	▪ 1 year of exp ▪ 1 year of college ▪ Combined 1 year of exp and college	2 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program	9 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program
PAUs	NA	1	2	3		4	
RENEWAL Clock Hours	NA	12	18	24	RENEWAL	24	
PAUs	NA	1	2	3		4	
BONUS	NA	$200 one-time	$300 one-time	$500 one-time		$600 annually	

(RENEWAL label spans the lower Level 2–3 and the 4+ sections)

NOTE: *Approved College Courses of Study: Early Childhood Education, Elementary Education, Special Education, and Child Psychology

LEGEND: CURR - Curriculum Planning / CM - Curriculum Methods / CD - Child Development / SN - Special Needs / COMM - Community / PROF - Professionalism / HSN – Health, Safety & Nutrition

STAFF CREDENTIAL LEVELS

	LEVEL 5			LEVEL 6		
LEVEL	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
EDUCATION	◆ Associate degree w/15 college credit hrs of approved coursework (e.g., 5 approved three credit college courses) that include CD & CM	◆ 30 college credit hrs of approved coursework (e.g., 10 approved three credit college courses) that include: ▪ Child Development ▪ Curriculum Planning ▪ Health, Safety & Nutrition ▪ Special Needs ▪ School Age ▪ Infant Toddler ▪ Language & Literacy ▪ Child Care Administration	◆ 15 college credit hrs of approved coursework (e.g., 5 approved three credit college courses) and ◆ Enrollment in an approved college course of study toward a degree, and ◆ Accumulate 45 points by earning 5 points for each additional early childhood college credit course and/or each year of experience	◆ Bachelor, Master, Doctorate degree in ECE, Elem Ed, Spec Ed, Child Psych, or related field*, and ◆ College credit courses in CD & CM	◆ Bachelor, Master, Doctorate degree (nonrelated field) and ◆ 30 college credit hrs of approved coursework (e.g., 10 approved three credit college courses) that include college credit courses in CD & CM	◆ Associate degree or higher w/ 15 college credit hrs of approved coursework (e.g., 5 approved three credit college courses) that include CM & CD, and ◆ Enrollment in an approved course of study toward a higher degree, and ◆ Accumulate 45 points by earning 5 points for each additional early childhood course and/or each year of experience
EXPERIENCE	2 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program
PAUs	4			5		
RENEWAL Clock Hours	RENEWAL	24		RENEWAL	24	
PAUs	4			5		
BONUS	$750 annually			$1000 annually		

NOTE: Early Childhood Education Related Fields: Psychology, Social Work, Human Services, Family and Consumer Science, Family Studies, Human Ecology.
*Approved Course of Study: Early Childhood Education, Elementary Education, Special Education, and Child Psychology

LEGEND: CURR - Curriculum Planning / CM - Curriculum Methods / CD - Child Development / SN - Special Needs / COMM - Community / PROF - Professionalism / HSN – Health, Safety & Nutrition

ADMINISTRATOR CREDENTIAL LEVELS

LEVEL	1	2	3	4
EDUCATION	◆ 240 clock hours of core of knowledge training, consisting of: ▪ 45 clock hours in child development; ▪ 45 clock hours in curriculum development; ▪ 45 clock hours in health, safety, and nutrition; ▪ 45 clock hours in special needs; ▪ 45 clock hours in professionalism; and ▪ 15 clock hours in community	◆ 240 clock hours of core of knowledge training consisting of: ▪ 45 clock hours in child development; ▪ 45 clock hours in curriculum development; ▪ 45 clock hours in health, safety, and nutrition; ▪ 45 clock hours in special needs; ▪ 45 clock hours in professionalism; ▪ 15 clock hours in community; and ◆ Achievement of at least one of the following: ▪ Completion of the National Administrator's Credential (NAC); or ▪ Completion of at least 30 college credit hrs of approved coursework (e.g., 10 approved three credit college courses)	◆ Associate degree w/15 college credit hrs of approved coursework (e.g., 5 approved three credit college courses) related to business management and administration, and ◆ Completion of at least 1 three credit college course in each of the following areas: ▪ Child development; ▪ Curriculum methods; and ▪ Administration of child care programs	◆ A bachelor, master, or doctorate degree from an accredited college or university in Business Administration; Public Administration and Management, Public School Administration or a related field*, and ◆ Completion of at least one three credit college course in Child development, Curriculum methods and Administration of child care programs, and ◆ Completion of 45 clock hours of training in the area of mentoring and coaching staff ◆ Alternative Pathway: Provider must meet the requirement for level 6 option 1, including a 3 credit coursework in "Administration of Child Care Program" and completion of 45 clock hours of training in the area of mentoring and coaching staff
EXPERIENCE	2 years working directly with children in a licensed child care program	2 years working directly with children in a licensed child care program	At least 4 years working directly with children in a licensed child care program	At least 5 years working directly with children in a licensed child care program
PAUs	4	5	5	6
RENEWAL				
RENEWAL Clock Hours	24	30	30	30
PAUs	4	5	5	6
BONUS	$600 one-time	$750 annually	$1000 annually	$1500 annually

NOTE
- *Business Related Field: Accounting, Finance, Economics, Human Resources, Marketing
- Approved College Course of Study: Early Childhood Education, Elementary Education, Special Education, and Child Psychology

FREQUENTLY ASKED QUESTIONS

Q – How do I know if my application has been received or what is the status of my application?

A – Call or email Child Care Central at 1-877-355-1229 or mcccredential@conduent.com

Q – When is the earliest that I can submit my application for renewal?

A – Applications can be submitted 60 days prior to renewal.

Q – I received my award letter, when will I receive my bonus?

A – 30-45 days after receiving an award letter. Checks are mailed from the Maryland State Comptroller's Office.

Q – I received my award letter and it has been over 45 days. I have not received my check. What should I do?

A – Contact Child Care Central, be prepared to provide your phone number and email address. A response to your inquiry will be made within 48 hours.

Q – Can I still send in my application after 30 days past the expiration grace period?

A – Yes, applications will be processed as an update. Note: This will change your credential anniversary date. Training and PAUs must be within 12 months of the application date.

Q – Can I upgrade my credential level?

A – Yes, you can upgrade your credential level. Please check the upgrade box on the application and submit current information that is within 12 months of the application date. Note: Your credential date will change.

Q – Do I have to wait until my renewal to upgrade my credential level?

A – No, you can upgrade your credential level at any time during your credential year by submitting the required documentation. Note: Your credential date will change.

Q – Do I have to be credentialed at each level prior to reaching the highest credential level?

A – No, depending on the evaluation of education/training, experience and Professional Activity Units submitted, you will be placed at the highest level.

Q – I moved - my address has changed, what should I do?

A – Please submit a "Change of Address" form to Child Care Central. The form can be downloaded from the MSDE website

Q – When does my credential expire?

A – Please refer to your letter and certificate.

Q – Can I get a copy of my letter/certificate?

A – Yes, please provide Child Care Central with your full name, social security number or CCATS ID #, and email address. A copy of your letter and certificate will be emailed within 5 business days.

Q – Can my credential level be downgraded?

A – No, we do not downgrade levels except when a family child care program is no longer accredited or a provider is no longer enrolled in an approved course of study.

Q – I no longer work in child care, what should I do?

A – Please send a letter to Child Care Central indicating that you no longer work in child care and include the effective date.

FREQUENTLY ASKED QUESTIONS (con't)

Q – I received an incomplete letter, what should I do?

A – Please refer to the incomplete letter and submit the missing documents. Child Care Central can assist you with any additional questions.

Q – The dates on my certificate are incorrect, what should I do?

A – Contact Child Care Central; a new certificate will be issued.

Q – My level and bonus amount are incorrect; I should be on a higher level, what should I do?

A – Please provide Child Care Central with your social security or CCATS ID #, name, phone number and email address. Your credential file will be reviewed and you will receive a response within 30 days.

Q – Do you conduct credentialing workshops and provide technical assistance at child care centers and association meetings?

A – Yes, please contact Child Care Central and provide your name and number.

Q – What do I need to include in my packet for it to be complete?

A – Refer to the Application Process section on page 19.

Q – Can I use any training towards my credential?

A – All early childhood education related courses/training submitted must be from an Office of Child Care (OCC) approved trainer, organization or an accredited college or university. (Online courses from an accredited college are accepted.)

Q – My incomplete letter states that I am missing PAUs. What PAUs have already been accepted?

A – Please refer to your incomplete letter for the list of PAUs that have been accepted.

Q – If I have a PAU that is not on the approved list, how do I get it approved?

A – Complete and email the Professional Activity Unit (PAU) Approval Form located on the credentialing website. http://earlychildhood.marylandpublicschools.org Email the form to credentialocc.msde@maryland.gov

Q – What do I need to submit as documentation for a national conference?

A – Continuing Education Units (CEUs) will be required to verify attendance at virtual and in-person national conferences. Verification will be required for credentialing purposes as well as for training reimbursement.

Q – I am a new applicant, how many years of training can I submit?

A – Early childhood education related courses/training completed within the past 5 years of application date will be accepted. Early childhood pre-service and college coursework (credit or non-credit) will also be accepted regardless of completion date.

Q – Where can I find approved trainings?

A – Approved trainings can be found by accessing the Statewide Training Clearinghouse Calendar on the MSDE website at http://earlychildhood.marylandpublicschools.org/child-care-providers/training.

APPLICATION PROCESS

1 COMPLETE THE APPLICATION
Complete the Maryland Child Care Credential Application, both front and back. Attach copies of professional activity and experience documentation, as required by level. Attach copies of all certificates, transcripts and any other documentation of training completed.

2 MAKE COPY FOR YOUR RECORDS
Make a copy of the completed application, documentation of training, professional activity and experience and any other documentation required by level for your files.

3 MAIL OR FAX DOCUMENTS
Mail the completed original application with all documentation to:

Child Care Central
PO Box 598
Baltimore, MD 21203
Copies of the application can also be faxed to 410.229.0145
For questions call 1.877.355.1229 option 4 or
email mcccredential@conduent.com

IMPORTANT:
Please be sure to use the appropriate amount of postage and that the original application and copies of all documents are enclosed.

Should any information change during your credential year (address, place of employment, employment status, phone number, etc.) you must notify Child Care Central immediately.

DOUBLE CHECK

THE MARYLAND CHILD CARE CREDENTIAL PROGRAM
Division of Early Childhood
Office of Child Care – Workforce Advancement Branch
200 West Baltimore Street, 10th Floor
Baltimore, Maryland 21201
workforceadvancementocc.msde@maryland.gov
http://earlychildhood.marylandpublicschools.org/child-care-providers/credentialing

Revised March 2018