

Maryland State Board for the Residential Child Care Program Professionals

INSTRUCTIONS ON HOW TO COMPLETE THE ONLINE RENEWAL APPLICATION

THE ONLINE RENEWAL APPLICATION WILL BE AVAILABLE FOR

PROGRAM ADMINISTRATORS

BEGINNING October 15, 2023 through December 31, 2023

Renewal Instructions:

RENEWAL DEADLINE IS **December 31, 2023**

Fee Schedule

License	License Fee
Program Administrators	\$200.00



Payment

Payment may be made online using Visa or MasterCard, or by mailing a check to the board made payable to **BCRCCP**

Read the renewal application and complete the following:

Part 1 - General application information

Complete all sections of the application where applicable. Some of the information has been filled in based on the information in the Board's records. Please update any information that has changed. Select "Submit as Complete" to submit your answers, or select "Save-Not Complete" to save your answers and come back later to finish. You may also press, "Cancel" to return to the menu without saving any changes you made.

After each section is completed and accepted, the  status arrow on the menu for that part will turn green .

Part 2 - Disciplinary questions.

Complete all disciplinary questions. Provide a detailed explanation for each question checked "YES". Some explanations may require legal documentation that must be submitted to the Board. Your license will not be issued until such information is received and reviewed by the Board.

Part 3 - Continuing Education Requirements

Electronic Worksheet Instructions (For Part 3)

Add information into the electronic workbook by completing the form and selecting the "(+) Add" button. As information is added you will see the list below the add form. If you make an error, simply delete the row and reenter. Select the "Submit and Return To Menu" button to return to the menu. If you added the required minimum (or checked "NO" above the form indicating you have no information to add) the red arrow will change to a green arrow next to the part you completed.

Please list all CE classes on the electronic form. **You are required to complete 40 hours of continuing education.**

Classes must be taken from 1/1/2021 – 12/31/2023. When entering your hours you will be required to select a category.

A random audit will be conducted after the renewal period. Licensees that are selected by the computer for audit will be required to submit copies of supporting documentation.

Failure to verify CE hours requested by the Board by the specified date will delay renewing your license.

Affirmation of Application

After all three parts of the renewal application have been completed; the Submit Application and Pay Fee option will be activated. Select this to affirm your application and select a payment method.

You may pay your renewal fee online using Visa or MasterCard credit card or by mailing a check payable to the **BCRCCP** and a copy of your online receipt to the Board.

PLEASE PRINT OUT A COPY OF YOUR RENEWAL APPLICATION AND RECEIPT AFTER PAYMENT HAS BEEN MADE.