

**THE MARYLAND STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL
CHILD CARE PROGRAM PROFESSIONALS**

**IMPORTANT INFORMATION REGARDING THE 2023-2025 BIENNIAL RENEWAL
FOR LICENSED RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS**

October 15, 2023

The deadline to renew your Program Administrators certificate is December 31, 2023.

Renewals will be completed online using the electronic online system, accessed through the Board's website at <https://health.maryland.gov/crccp>. The system will be open to receive online renewal applications on October 15, 2023 through December 31, 2023 until 11:59 p.m. You will not be able to use the online renewal system after that time.

A late Renewal fee (in addition to renewal fee will be \$100.00

To reinstate a certificate you will need to submit to the Board a reinstatement application and a fee of \$200.00.

Program Administrators submitting a Paper Renewal Application.

Paper Renewal applications must include the Affidavit of Continuing Education Courses form, listing the Sponsoring Agency, Name of the Program Activity and the Dates of Attendance. The form must be signed and dated and mailed with your renewal application.

The Reinstatement application can be downloaded from the Board's website at <https://health.maryland.gov/crccp>.

Information regarding continuing education can be found on the Board's website at: <https://health.maryland.gov/crccp>. On the Board's main website page under LICENSING, click continuing education.

Please remember the following critical factors regarding this biennial renewal:

10.57.04.02

.02 Qualifying Continuing Education.

A. The certified program administrator or certified residential child and youth care practitioner shall complete continuing education units that foster improvement, advancement, and extension of the certified program administrator's or certified residential child and youth care practitioner professional skill and knowledge relating to residential child care programs.

B. Continuing education may include:

(1) Academic course work which qualifies for credit toward an undergraduate or a graduate degree from an accredited institution with one semester hour of academic course work equivalent

to 15 continuing education units and one quarter hour of academic course work equivalent to 3.75 continuing education units;

(2) Workshops, seminars, symposiums, conferences, institutes, audiovisual self-study, and similar programs with 1 hour of attendance equivalent to 1 continuing education unit unless otherwise noted by an automatic or authorized sponsor;

(3) Publications with 1 hour of authoring, editing, or review equal to 1 continuing education unit, up to a maximum of 12 continuing education units in a renewal period;

(4) Presentations or teaching up to a maximum of twice the number of continuing education units available to a participant in the program;

(5) Staff development, including but not limited to an educational program planned by an agency to assist employees in becoming knowledgeable and competent in fulfilling role expectations within that agency with 1 hour of attendance equivalent to 1 continuing education unit;

(6) Invited speaker sessions, in-house seminars, and case conferences which are specifically designed for training, teaching, or both, with 1 hour of attendance equivalent to 1 continuing education unit;

(7) Attendance or presentation of programs offered at professional meetings of local, state, regional or international professional organizations or societies;

(8) Home-study courses provided by automatic sponsors or approved sponsors with proof of satisfactory completion up to a maximum of 10 continuing education units in a renewal period;
or

(9) Attendance at Board meetings with 1 hour of attendance equivalent to 1 continuing education unit up to a maximum of 2 continuing education units.

C. Of the required continuing education units in each 2-year period, a maximum of 5 continuing education units may have a content area focusing on behavior management.

D. Continuing education **may not** include certification or recertification in CPR or first aid.

1. In addition, you must complete a State and Federal Background Check using the Board's authorization and ORI number and a Child Protective Services Background Clearance Request form. The Live Scan form and the CPS form are located on the Board's website.
2. **You have the option to mail the CPS form to the Board, or you can mail the form to your local DHS/Social Services office in the jurisdiction where you live.**

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3. You are urged to complete the Child Protective Services Background Clearance request form and **mail to your local DHS as soon as possible**. It can take up to 45 days or longer for Board staff to receive your results.
4. Complete the online renewal on a PC, laptop or desktop computer. **Please do not use a smartphone or iPad.**
5. Payments will be accepted online via MasterCard or Visa, either credit or debit card. If you do not have a bank issued MasterCard or Visa you can mail in a check or money order to the Board. **Checks must be postmarked by December 31, 2023.**
6. **AUDITED CEUS** – The “Board” will conduct a random audit of continuing education units (ceus). Please keep your certificates until December 31, 2025

Please Note:

Complete the Program Administrators renewal application all the way through the payment and retain a copy of the application and receipt as proof of your records in case you are audited.

Completing your renewal application through the online renewal system does not renew you. You are not updated as renewed until all documents are received by Board staff.

10.57.07.01 (B)

.01 Fee Schedule.

The following fees are established by the Board:

A. Residential Child Care Program Administrators:

(1) The Board shall prorate the initial application fee for applicants who apply for initial certification in the following manner: COMAR 10.57.01.A (1)

- (a) Within 2 years to 18 months of the renewal date . . . \$200;
- (b) Within 18 months to 1 year of the renewal date . . . \$150;
- (c) Within 1 year to 6 months of the renewal date . . . \$100; and
- (d) Within 6 months of the renewal date . . . \$50;

Board staff must receive evidence (a receipt from DHS) or the CPS results before the deadline of December 31, 2023. Board staff must receive your state and federal criminal results before you can be renewed.

10.57.04.01

.01 Conditions of Certification Renewal; Continuing Education Units Required.

A. The Board shall renew a certificate for an additional 2-year period if the certified program administrator:

(1) Otherwise is entitled to be certified as set forth in COMAR 10.57.02;

(2) Pays to the Board the renewal fee as set forth in COMAR 10.57.06; and

(3) Submits to the Board:

(a) A renewal application on the form that the Board requires; and

(b) Satisfactory evidence of having completed:

(i) For a certificate holder who obtained initial certification 2 years to 18 months before the renewal date, 40 continuing education units approved by the Board;

(ii) For a certificate holder who obtained initial certification within 18 months to 1 year before the renewal date, 30 continuing education units approved by the Board;

(iii) For a certificate holder who obtained initial certification within 1 year to 6 months before the renewal date, 20 continuing education units approved by the Board; and

(iv) For a certificate holder who obtained initial certification within 6 months before the renewal date, 10 continuing education units approved by the Board.

If you have questions regarding the Online Renewal Payment application process, please contact Leslie Johnson, Deputy Director by email at Leslie.Johnson3@maryland.gov

Sincerely,

Leslie Johnson

Deputy Director

Residential Child Care Program Professionals