

MARYLAND STATE DEPARTMENT OF EDUCATION
DIVISION OF EARLY CHILDHOOD DEVELOPMENT ● OFFICE OF CHILD CARE
 200 West Baltimore Street, 10TH Floor, Baltimore, Maryland 21201
CHILD CARE CAREER AND PROFESSIONAL DEVELOPMENT FUND

INSTRUCTIONS: Complete this application form and mail it with **all** documentation to the Office of Child Care (OCC) at the above address. Complete **all** information in the spaces provided. Applications will be accepted only **prior** to the beginning of a college semester. All applications must be accompanied by required documentation. Incomplete applications **will** be returned.

Applicant's Name: _____
 (Please print or type) Last First Middle Maiden

Social Security #(required): _____ Date of Birth (mo/day/yr): _____

Mailing Address: _____
 Number Street Apt. # (if applicable) City State Zip Code

Daytime Phone #:(_____) _____ Alternate Phone #:(_____) _____

E-mail: _____

I am a: (Check the appropriate box.)

I am a Family Child Care Provider, registration #: _____ (attach copy of current registration)

I work in a Child Care Center: Position: _____ Age Group(s): _____

Center Name _____, License #: _____

Address _____
 Number Street City State Zip Code

Name of College that you will be or are attending: _____

College location (city/town) _____

Course of Study/Major: _____

Enrollment: Month _____ Year _____ Projected graduation: Month _____ Year _____

APPLICATION TYPE: (check only one)		<input type="checkbox"/> FIRST APPLICATION	<input type="checkbox"/> CONTINUATION
REQUIREMENT	REQUIRED DOCUMENTATION:		
At least one year of child care experience.	<ul style="list-style-type: none"> Family child care providers - A copy of current registration certificate. Child care center employees - Letter from center indicating, hire date, position, number of hours per week, age group. 		
Participation in the Maryland Child Care Credential.	<ul style="list-style-type: none"> Copy of <u>current</u> Maryland Child Care Credential certificate. 		
College enrollment toward a degree in early childhood education or related field.	<ul style="list-style-type: none"> Letter or other documentation of acceptance from a college located in Maryland Statement from college of costs associated with enrollment (tuition, fees and books.) A copy of college transcript(s) for any courses already completed. Professional development plan including college enrollment information, plan for degree completion and timeline. 		

STATEMENTS AND ASSURANCES: Initial each item to indicate that you understand and agree with each statement.

- I affirm that **all** information on this application and **all** attached documentation is true and correct. (____)
- I understand that giving a false statement will result in the denial of this application and recoupment of any funds distributed as a result of this application. (____)
- I understand that if I have had a child care license or registration suspended or revoked I may not be eligible to receive an award through the fund. (____)
- I understand that if I am awarded funding through this program, I am required to:
 - Successfully complete each college course and maintain a minimum of a 2.75 GPA, (____)
 - Continue employment in the child care field while completing college coursework toward a degree, (____) and
 - Upon the completion of college coursework and the degree, continue employment in the child care field, in Maryland, based on the requirements pursuant to COMAR 13A.14.09. (____)
- I have attached **all** required information. (____)

Signature: _____ Date: _____