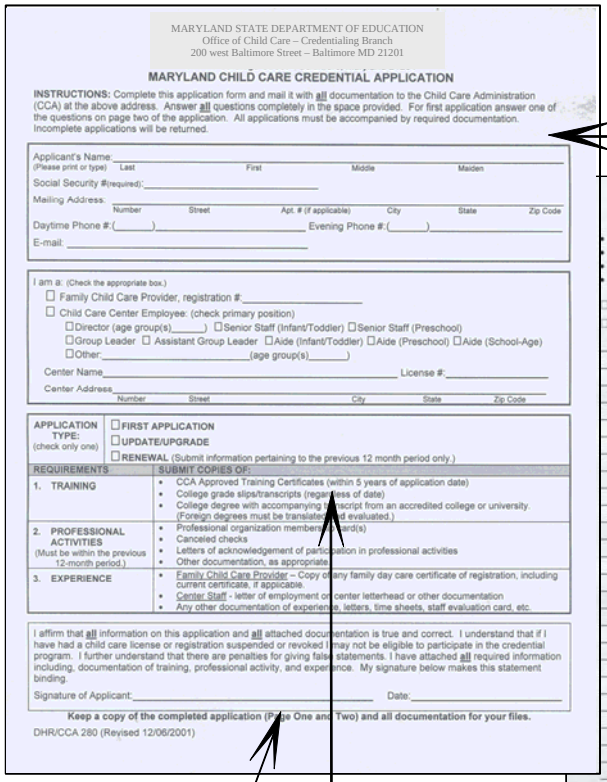
CREDENTIAL APPLICATION PROCESS



MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care – Credentialing Branch
200 west Baltimore Street – Baltimore MD 21201

MARYLAND CHILD CARE CREDENTIAL APPLICATION

INSTRUCTIONS: Complete this application form and mail it with all documentation to the Child Care Administration (CCA) at the above address. Answer all questions completely in the space provided. For first application answer one of the questions on page two of the application. 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):

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

Daytime Phone #: ( ) Evening Phone #: ( )

E-mail:

I am a: (Check the appropriate box.)

☐ Family Child Care Provider, registration #:

☐ Child Care Center Employee: (check primary position)

☐ Director (age group(s)_____) ☐ Senior Staff (Infant/Toddler) ☐ Senior Staff (Preschool)
☐ Group Leader ☐ Assistant Group Leader ☐ Aide (Infant/Toddler) ☐ Aide (Preschool) ☐ Aide (School-Age)
☐ Other: (age group(s)_____)

Center Name License #:

Center Address Number Street City State Zip Code

APPLICATION TYPE: (check only one)	☐ FIRST APPLICATION ☐ UPDATE/UPGRADE ☐ RENEWAL (Submit information pertaining to the previous 12 month period only.)
REQUIREMENTS	SUBMIT COPIES OF:
1. TRAINING	• CCA Approved Training Certificates (within 5 years of application date) • College grade slips/transcripts (regardless of date) • College degree with accompanying transcript from an accredited college or university. (Foreign degrees must be translated and evaluated.)
2. PROFESSIONAL ACTIVITIES (Must be within the previous 12-month period.)	• Professional organization membership card(s) • Canceled checks • Letters of acknowledgement of participation in professional activities • Other documentation, as appropriate
3. EXPERIENCE	• Family Child Care Provider – Copy of any family day care certificate of registration, including current certificate, if applicable. • Center Staff - letter of employment on center letterhead or other documentation • Any other documentation of experience, letters, time sheets, staff evaluation card, etc.

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.

Signature of Applicant: Date:

Keep a copy of the completed application (Page One and Two) and all documentation for your files.

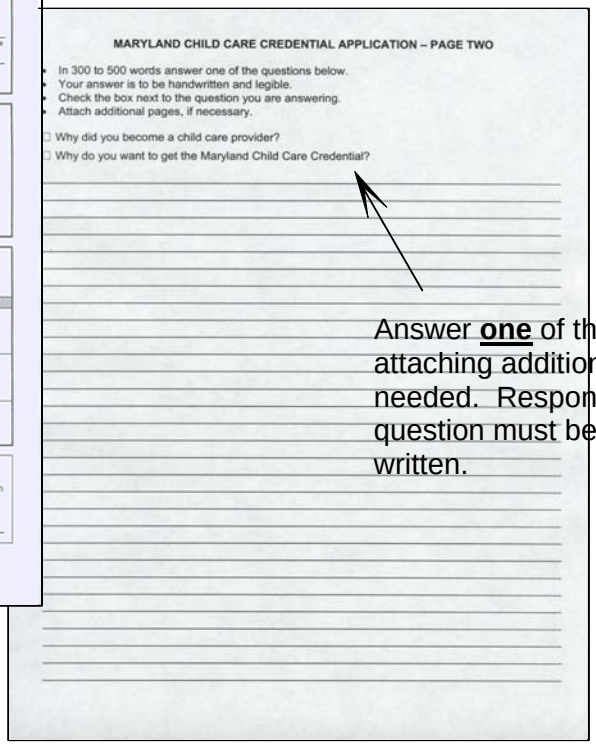
DHR/CCA 280 (Revised 12/06/2001)

OCC 280 - (Front)

Be sure to sign and date the application.

Attach **all** required documentation.

Complete **all** information.



MARYLAND CHILD CARE CREDENTIAL APPLICATION – PAGE TWO

- In 300 to 500 words answer one of the questions below.
- Your answer is to be handwritten and legible.
- Check the box next to the question you are answering.
- Attach additional pages, if necessary.

☐ Why did you become a child care provider?

☐ Why do you want to get the Maryland Child Care Credential?

OCC 280 - (Back)

Answer **one** of the questions, attaching additional pages if needed. Response to the question must be hand-written.

1. Complete form OCC 280, 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 a copy of the completed application, documentation of training, professional activity and experience for your files.
3. Mail the completed original application and all documentation to:

MSDE – Division of Early Childhood Development
Office of Child Care - Credentialing Branch
200 West Baltimore Street, 10th Floor
Baltimore, MD 21201

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

IMPORTANT: Should any information change during your credential year (address, place of employment, employment status, phone number, etc.) you ***must*** notify the Office of Child Care – Credentialing Branch immediately.