

# Child Care Career and Professional Development Fund Checklist

Before mailing your application, check to make sure you have included all required information and copied for your records. Please organize documentation for each area together and label/highlight material to aide in application processing.

√	Requirements	Required for:		
		First Application	Renewal	Completed
<b>Application</b>				
	Completed, signed and dated application form	Yes	Yes	
<b>Experience – At least one year of child care experience</b>				
	Letter from current employer on letterhead <b>OR</b> Current Family Child Care license.	Yes	Yes	
	Letter from previous employer on letterhead	Yes	N/A	
	Alternative proof may be provided for past experience in licensed facilities such as: Tax forms, Pay Stubs, etc. with date of hire/ end of service clearly indicated.	Yes	N/A	
<b>Participation in the Maryland Child Care Credential</b>				
	Copy of current Maryland Child Care Credential certificate, <b>OR</b>	Yes	Yes	
	Copy of Blue card received from MSDE	Yes	Yes	
<b>College enrollment toward a degree in early childhood education or related field</b>				
	<ul style="list-style-type: none"> <li>• Letter or other documentation of acceptance from an approved college including a declared major</li> <li>• Statement from college of costs associated with enrollment (tuition, fees, and books) or college registration</li> <li>• Copy of college transcript(s) for any courses already completed</li> <li>• Professional development plan that includes course(s) enrolled in for each semester up until graduation (Please do not use the professional development plan form for licensing requirement)</li> </ul>	Yes	N/A	
	Other written documentation, Please refer to the CCCPDF Coordinator at the college	Yes	Yes	
		Yes	Yes	
		Yes	N/A	
		N/A	N/A	

- Do not** send original transcripts, diplomas, licenses, etc.
- Do** send clear legible copies of these documents.
- Do** provide written documentation of all experience
- Do** keep a copy of all items sent into the credentialing branch.

**Mail application and all supporting documentation to:**  
**MSDE**  
**Office of Child Care - Credentialing Branch, 10<sup>th</sup> Fl.**  
**200 West Baltimore Street**  
**Baltimore MD 21201**

<input type="checkbox"/> Applicant is applying for (credentialing) (see attached)
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