

Maryland Child Care Credentialing 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.

√	Item	Required for:		
		First Application	Renewal	Completed
Application				
	Completed, signed and dated application form	Yes	Yes	
	Completed HANDWRITTEN Essay	Yes	N/A	
Training Documentation- Complete attached Training Form				
	<i>Copies of training certificate/ college transcript:</i>			
	- within past 5 years of application date	Yes	-	
	- Training Certificates and College Course(within credential anniversary dates)	-	Yes	
	College Transcripts (no expiration)	Yes	Yes	
Experience				
	Letter from current employer on letterhead OR 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	
Professional Activity Units- MUST be within previous 12 months and documented				
	Professional Organization Membership card (One membership per year is counted)	Yes	Yes	
	Letter of activity participation on letterhead from: - Center Director or supervisor - Resource and Referral Center staff - Committee or organization - Event organizer	Yes	Yes	
	Other written documentation (refer to PAU example sheet) - CACFP food program application/paperwork - Example newsletter, article, training, etc. - Proof of offices held in professional organizations	Yes	Yes	

Do not send original transcripts, diplomas, certificates, licenses, etc.

Do send clear legible copies of these documents.

Do provide written documentation of all experience and professional activities.

Do keep a copy of all items sent into credentialing.

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

_____ Applicant is applying for (CCCPDF) or other (Incentives) grant dependent on Maryland credential status. (see attached)