

Board for the Certification of Residential Child Care Program Professionals Safety Plan to Resume Residential Child and Youth Care Practitioner (RCYCP) and Program Administrators (PA) testing at MDH - 4201 Patterson Avenue

RCCP reopening plan for exam taking is scheduled to start on Wednesday, October 14, 2020 and will occur biweekly on Wednesdays for Residential Child and Youth Care Practitioners. The 1st Program Administrators exam is scheduled for October 29, 2020.

Testing information and dates of exam will be posted on the Board's website. All applicants that are approved to sit for the exam will receive an email and the Building's safety guidelines and new instructions for testing procedures. The applicant will also receive a FAQ list to address any additional questions and contact resources for information.

The exam will be scheduled for 10:00 am. The applicant should arrive at least ½ hour before the exam. No later than 9:30 am.

The exams will be held in the 1st floor conference room.

All applicants will be required to have mask or face coverings to enter the building

All applicants will be required to contact Board Staff upon arrival on site. Applicants must remain in their car or outside of the building until Board Staff contacts them to be escorted into the building.

No guest will be allowed to enter the building. All guest must remain outside of the building until the applicant completes their exam.

All applicants will be required to attest to their health status by following the State's required Screening Questionnaire to enter.

Those waiting to be screened must wear a mask or face covering and keep at least six feet apart from others.

Anyone who answers "yes" to any questions on the Screening Questionnaire or refuses to take part in the screening process will be denied access to the building.

The elevator has a two person capacity, so applicants must be escorted by a Board staff at all times.

Upon entering the exam room, applicants will only sit in the assigned marked areas and remain in their seat during the testing time period.

There will be no more than 4 applicants scheduled to take the exam. The applicants are given 2 hours and 15 minutes to complete the exam. Board staff will proxy the exam and remain in the room during the entire time allotted for the exam.

Board staff will remain at least 6 feet apart during the exam period, wearing a mask or face covering and gloves provided at all time.

Applicants will be required to use hand sanitizer when entering the exam room.

Applicants will be provided disposable pens to sign documents.

All tables and laptops will be cleaned and disinfected before and after the applicants take their exam.

All tables will be at least 6 feet apart and all persons will be required to remain 6 feet apart from each other at all times.

If anyone need to be excused to use the restroom, they must wait for a Board staff to confirm the restroom has no more than two persons, this is what is allowed.

All applicants will sign in upon entering the room and sign out when leaving the room, escorted by a Board staff.