

## APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAM

### To: Course Sponsors

Residential Child Care Program Administrators certified in Maryland must complete a minimum of 40 hours of continuing education within the 2-year period before the recertification date. Continuing education must foster improvement, advancement and extension of the certified program administrator's professional skill and knowledge relating to residential child care programs. The requirements listed below are to be followed when a sponsor or provider of a continuing education program is seeking approval from the Board for CEU credits

To be considered for approval, course sponsors must submit **at least 6 weeks before the date the program will be given:**

1. A completed Application for Approval of Continuing Education Program.
2. A check or money order made payable to the State Board for the Certification of Residential Child Care Program Administrators in the amount of \$100.
3. Clear and concise written statements of intended learning outcomes for each continuing education program/activity.
4. Content and instructional methodologies that are consistent with stated learning outcomes. A complete hour by hour agenda must be included with the application.
5. The curriculum vitae or biography of all instructors (and potential instructors) shall reflect competence in subject matter and skill in the instruction methodologies. Meeting the criteria requires that the provider will not substitute instructors.
6. A plan for assessment of learning outcomes is to be provided (e.g., pre- and post-tests).
7. If approved, the following is the only statement that can be used in advertising that a course meets the CEU criteria for the State Board for the Certification of Residential Child Care Program Administrators:

“This course meets the basic criteria of the Maryland State Board for the Certification of Residential Child Care Program Administrators for \_\_ CEUs. You will be issued a CEU certificate upon completion of the course. A record of CEUs earned will be retained by the sponsor.”
8. If approved, the provider of the continuing education program shall furnish a certification of completion of attendance and satisfactory completion of the program. The certification shall include:
  - a) Name of provider,
  - b) Name of program,
  - c) Name of participant,
  - d) Dates of course, and,
  - e) Number of approved contact hours.
9. If approved, the course is approved for a one-year period from the date of approval. However, it will be necessary that the sponsoring organization notify the Board's office, in writing, when the program is given on subsequent dates.

*Please type or print legibly*

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<b>I. Contact and Sponsorship Information.</b>			
Name:			
Sponsoring Organization:			
Cooperating organizations, if any:			
Program Support: (Check all that apply)			
<input type="radio"/> Fee <input type="radio"/> Grant <input type="radio"/> Exhibits <input type="radio"/> Other, specify:			
Mailing Address:	City:	State:	Zip:
E-Mail Address:		Phone:	

<b>II. Course Information.</b>		
Course Title:		
Course Objectives:		
Learning Assessment Tool:		
Course Location:	Course Date:	Number of Expected Attendees:
Course Target Population:	Registration Fee:	
Method of Instruction: (Check all that apply)	Number of Contact Hours (Excluding registration, breaks, and meals)	
<input type="radio"/> Lecture <input type="radio"/> Audiovisual Aids <input type="radio"/> Group Interaction <input type="radio"/> Reference Materials <input type="radio"/> Other, please specify:	<b>Attach a detailed time schedule with subjects and speakers.</b>	
Confirmed Speaker(s):		
<b>Attach a brief biography or resume of each speaker or presenter.</b>		
Name	Title	Field of Expertise

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

<b>FOR BOARD USE ONLY:</b>		
Application # _____	Content: Congruent with Goals: Y / N	CEUs Awarded _____
Date Received _____	Meets Criteria: Y / N	
Date Reviewed _____	Program Approved: Y / N	