



# Residential Child Care Professionals

Volume 1, Issue 3

Fall 2008 Newsletter

*Ensuring that children in Maryland's residential child care programs are provided the best possible care.*

## Message from the Chairman — Albert Zachik, MD

I am pleased with the accomplishments made by the Board during Fiscal Year 2008. These accomplishments, which are highlighted on page 4 of the newsletter, include:

- Adopting regulations establishing quality standards for program administrators;
- Establishing a continuing education approval and auditing process;
- Creating a complaint form and instituting a complaint process; and,
- Developing a work plan and drafting regulations to implement the certification requirement for residential child and youth care practitioners (RCYCPs);

The major challenge facing the Board is the impact certifying RCYCPs will have on the Board's operations over the next 5 years.

As previously reported, the Board is preparing to certify approximately 10,000 RCYCPs by 2013. A work plan has been developed, the Board is revising its regulations, and a web page for RCYCPs has been launched.

While some may think 2013 is far off, it really is not.

In order for the Board to meet the October 2013 certification date, the Board will need to implement the certification process for RCYCPs by the Fall of 2010. Moreover, the Board will need certify more than 3,000 individuals each year for the period of 2010 to 2013.

Certification of RCYCPs presents a more than 45-percent increase in the Board's work load. While the Board supports professionalizing the role of RCYCPs, it cannot be undertaken without additional resources.

The Board has, therefore, requested additional positions and funding for FY 2010 to ensure that we are able to meet this new mandate.

Certified program administrators are strongly encouraged to discuss the new certification requirement with their direct care staff.

The Board has published a subpage (entitled "Residential Child and Youth Care Practitioners") on the Board's website, which is dedicated to information about the new certification requirement.

Program administrators and direct care workers should visit this web page often for updates and information regarding this new requirement.

Working together, we can ensure that the certification process for residential child and youth care practitioners is efficient.

## Revisions to the Board's Regulations

The Board is in the process of revising its regulations to implement Senate Bill 783. The proposed revisions are discussed during the General Session of each Board meeting. Board meetings are held the second Friday of every month.

The Board will circulate the proposed revisions for informal comment prior to the Board voting on the regulations. This will most likely occur in early 2009.

Please check the Board's web site often for more information on the implementation of Senate Bill 783.

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**BRCCPA's Vision** . . . The State of Maryland provide qualified residential child care program administrators to further the well-being of children living in Maryland's residential child care programs.

**BRCCPA's Mission** . . . The mission of the Board is to protect children living in Maryland's residential child care programs and to promote quality in the field of residential child care through certifying and regulating residential child care program administrators; receiving and resolving complaints; and setting standards for the practice of residential child care administration.



## Congratulations!

The Board welcomes the following individuals who recently became certified:

Karen Allen	Steven Gorozdos	Samson Omotosho
Richard Ballard	Towanda Hill	Shauna Smith
Nikiesha Baxter	Anita Hinton	Tammie Snyder
Latrill Bryant	Angela Holland	Lititia Warren
Dide Cimen	Fidelis Inyinbor	Mundrae White
Patricia Clark	Michal Neverdan-Merritt	
Julie Croker	Peter Okojie	

**Did you know?** Once you become certified that you may use the initials “CRCCPA” to signify your certification status.

## Exam Dates

The Standards Examination is administered to candidates upon invitation by the Board. The exam is administered at the Board’s office and the dates have been scheduled through the end of the year.

There is no study guide for exam outside of the Code of Maryland Annotated Regulations (COMAR) 14.31.05 and 14.31.06. Candidates should acquaint themselves thoroughly with these regulations as the test will be based exclusively on these regulations. The regulations may be obtained several ways:

- Regulations are available at all public libraries;
- Regulations may be downloaded from the Board’s web site by clicking on the “Statutes and Regulation” link; or
- Regulations may be downloaded from the Division of State Document’s web site (<http://www.dsd.state.md.us>)

Please note that if you choose to download regulations from the Division of State Documents web site, you will need to download each subsection of each regulation.

### 2008 Exam Dates :

- November 7, 2008 – 1 PM
- December 17, 2008 – 1 PM
- December 22, 2008 – 10 AM

*Note: 2009 Exam Dates will be available on the Board’s web site in December.*

### To Schedule your Examination:

Once a candidate for certification has received an invitation to take the Standards Examination, the candidate should email the Board ([folbj@dhmh.state.md.us](mailto:folbj@dhmh.state.md.us)) to schedule their examination. **Please note that you must register to take the exam at least 3 days prior to an examination date.**

**On-Line Verification Available.** . . The Board offers on-line, real time verification of certification status on its web site. Simply click on the “License Verification Page” and enter either the last name or certificate number of program administrator.

### Helpful Resources...

Department of Health and Mental Hygiene

Office of Health Care Quality  
Toll Free: 877-402-8218  
Web Site [www.dhmh.state.md.us/ohcq/](http://www.dhmh.state.md.us/ohcq/)

Developmental Disabilities Administration  
Phone: (410)767-5600  
Web Site—[ddmaryland.org](http://ddmaryland.org)

Mental Hygiene Administration  
Phone—410-402-8300  
Web Site—[www.dhmh.state.md.us/mha/](http://www.dhmh.state.md.us/mha/)

Department of Human Resources  
Phone—1-800-332-6347  
Web site—[www.dhr.state.md.us/index.html](http://www.dhr.state.md.us/index.html)

Department of Juvenile Justice  
Phone—1-888-639-7499  
Web Site—[www.djs.state.md.us](http://www.djs.state.md.us)

Governor’s Office for Children  
Phone: 410-767-4160  
Web Site—[www.goc.state.md.us](http://www.goc.state.md.us)

Maryland State Department of Education  
Phone—410-797-0600  
Web Site—[www.marylandpublicschools.org/msde](http://www.marylandpublicschools.org/msde)

## Interested in Serving on the Board

BRCCPA consists of 12 members, of which 6 are representatives appointed by the secretaries of the various state agencies involved in the licensing and monitoring of residential child care programs. The Governor appoints 6 members of which 3 are residential child care program administrators, 1 is a residential child and youth care practitioner (“RCYCP”), and 2 are consumer members.

The term of board members appointed by the Governor is 4 years. A board member appointed by the Governor may not serve more than 2 consecutive full terms. Board members must be residents of the State.

Consumer members may not:

- (1) Be a residential child care program administrator or RCYCP;
- (2) Have a household member who is a residential child care program administrator or RCYCP;
- (3) Have a household member who participates in commercial or professional field related to administering a residential child care program; and

- (4) Have had within 2 years before appointment substantial financial interest in a program regulated by Department of Health and Mental Hygiene’s Mental Hygiene Administration or Developmental Disabilities Administration, Department of Human Resources, or Department of Juvenile Services.

The Board meets monthly and requires a time commitment of at least 5 to 8 hours a month.

If you are interested in serving on the Board, you need to:

- Complete the DHMH Request for Appointment Consideration—Biographical Information Form (located on the Board’s website); and
- Mail the completed form to:

Anna Lieberman, Administrator  
Appointments and Executive Nominations  
Department of Health and Mental Hygiene  
201 West Preston Street—5th Floor  
Baltimore, MD 21201



## From the Desk of the Executive Director...

The Board has received over 212 applications and certified over 122 individuals.

It is becoming increasingly apparent that individuals who have been approved to take the Standards Examination are not adequately preparing for the test. Individuals must achieve a passing score of 75 percent on the examination to obtain certification.

The Standards Examination is based solely upon the Code of Maryland Annotated Regulations (COMAR) 14.31.05 and 14.31.06. Therefore, individuals who are taking the examination should acquaint themselves thoroughly with these regulations.

The regulations may be obtained several ways:

- At all public libraries;
- Downloaded from the Board’s web site by clicking on the “Statutes and Regulation” link; or

- Downloaded from the Division of State Document’s web site (<http://www.dsd.state.md.us>).

**Please remember that the Board is a primary source licensing agency and, as such, must receive originals of all documents for certification.**

Unfortunately, some applicants are still failing to submit required documentation or are submitting copies of the documents. This results in the certification process taking longer that it should. In some cases, applicants are failing to respond to the Board’s multiple requests for required documents and their application is administratively closed for failure to provide required documents.





## Fiscal Year 2008 Accomplishments

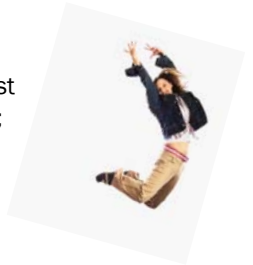
*Ensuring that children in Maryland's residential child care programs are provided the best possible care.*

### Background

The State Board for the Certification of Residential Child Care Program Professionals was established in 2004 for purpose of certifying individuals who are responsible for the day-to-day management and operation of residential child care programs. Passage of Chapter 218 of the Acts of the 2008 General Assembly expands the Board's purview to include the certification of residential child and youth care practitioners ("RCYCP") or direct care workers by October 2013, as well as, membership of the Board to include a RCYCP representative. The Board continues to make significant progress in fulfilling its mission and meeting key milestones.

### Achievements for Fiscal Year 2008

- Adopted regulations establishing quality standards for residential child care program administrators;
- Reviewed and evaluated the State Standards Examination for program administrators;
- Established a continuing education approval and auditing process in anticipation of renewal cycle;
- Created a complaint form and instituted a complaint process;
- Issued Spring, Summer and Fall Newsletters;
- Developed a work plan and began drafting regulations for implementing the certification requirement for RCYCPs;
- Completed the first certification cycle;
- Enhanced the Board's website to include on-line verifications; and,
- Hired staff.



### Challenges for Fiscal Year 2009



Certifying RCYCPs by October 2013 will result in more than a 45-percent increase in the Board's workload. In order for the Board to meet the 2013 deadline, it will need to implement the certification process for RCYCPs by the Fall of 2010. Moreover, the Board will need to certify more than 3,000 direct care workers each year for the period of 2010 to 2013.

While the Board supports professionalizing the role of RCYCPs, it cannot be undertaken without additional resources. The Board's FY 2009 Appropriation it did not include any additional funding or positions required for the implementation of this new mandate. In response, the Board requested additional positions and funding for FY 2010 to ensure that the Board is able to meet this new mandate.

### Goals for Fiscal Year 2009

- Finalize draft regulations for RCYCPs;
- Initiate a MOA or RFP to develop the Standards Examination and study guide for RCYCPs;
- Create an application form and develop a certification process for RCYCPs;
- Modify Board's licensing database to accommodate RCYCPs;
- Investigate on-line renewals for program administrators;
- Identify, in collaboration with licensing agencies, topics for educational alerts for program administrators;
- Foster the development of continuing education opportunities for program administrators;
- Issue Winter, Spring, Summer and Fall Newsletters; and,
- Advocate for additional resources to implement RCYCP certification.

## Frequently Asked Questions...

**What is the certification process?** Certification is a four step process. Candidates must: (1) Submit a certified application with all required documentation—original transcripts from their college documenting the receipt of either a bachelor’s or master’s degree, three professional references, and the initial certification fee; (2) Submit to a State and national criminal background check executed on fingerprint cards provided by the Board; (3) Board reviews the application and results of the criminal history records checks. If approved, the candidate will receive an invitation to take the Standards Examination; and (4) Pass the Standards Examination.

**What is considered supervisory or administrative experience?** Supervisory or administrative experience is considered the shared responsibility for managing and implementing the operation of and supervising at least one member of staff. Supervision is defined as having the following responsibilities: hiring, assigning duties, disciplining and rewarding staff, approving leave requests, and formally evaluating staff.

While it is preferable that supervisory or administrative experience be in child care administration; it is not required. Supervisory or administrative experience must be completed within the last 10 years and meet the requirements specified in COMAR 14.31.06.03B (10).

Experience in the following areas does not count towards supervisory or administrative experience requirements: (1) child-placing agency; (2) child-placing institutions; (3) foster parent; or (4) caregiver in a foster home.

**What are the requirements for a foreign-educated individual who is seeking certification?** Educational credentials from foreign countries must be evaluated by an approved education review service. The Board has approved the following services: International Consultants of Delaware, Inc. (212-222-8454, extension 510—icd@icdel.com) and World Education Services (202-331-2925—www.wes.org).

**How do I prepare for the Standards Examination?** There is no study guide for the examination outside of the Code of Maryland Annotated Regulations (COMAR) 14.31.05 and 14.31.06. Individuals are encouraged to familiarize themselves thoroughly with these regulations. The regulations may be obtained several ways:

- Regulations are available at all public libraries;
- Regulations may be downloaded from the Board’s web site by clicking on the “Statutes and Regulation” link; or
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Please note that if you choose to download regulations from the Division of State Documents web site, you will need to download each subsection of each regulation.

**Can I review my Standards Examination?** No. The Standards Examination is a standardized test administered to individuals seeking certification as residential child care program administrators. Therefore, in accordance with Md. Code Ann., State Government Article §10-618(c), the Board is permitted to deny access to testing data for licensing, employment or academic examinations.



## Residential Child and Youth Care Practitioners Update

The Board, as previously reported, has approved a work plan for implementing Senate Bill 783 at its May 2008 meeting.

The work plan provides a road map to the Board for initiating the certification requirement for RCYCPs. A copy of the work plan is available on the Board’s web site on the RCYCP subpage.

Achievements thus far include:

- Publication of a web page dedicated to providing information on certification of RCYCPs;

- Revising Board regulations;
- Disseminating a transmittal to all residential child care programs, licensing authorities, and certified program administrators regarding the new certification requirement;
- Initiating discussions regarding the development of study guide and the Standards Examination;
- Distributing the Summer Newsletter containing an article on RCYCP certification;

- Disseminating a press release; and
- Submitting requests for additional staff and funds to implement the certification requirement.

For more information regarding RCYCP certification, please visit the Board’s web site—[www.dhmf.state.md.us/crcp](http://www.dhmf.state.md.us/crcp) and click on “Certification of Residential Child and Youth Care Practitioners”.



**State Board for the Certification of Residential Child Care Program Professionals**

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folbj@dhhm.state.md.us



Ensuring that Maryland's children in residential child care programs are provided the best possible care.

Were on the Web

[www.dhhm.state.md.us/crccp/](http://www.dhhm.state.md.us/crccp/)



The State Board for the Certification of Residential Child Care Program Professionals was established in 2004 for the purpose of certifying individuals who are responsible for the day-to-day management and operation of residential child care programs.

Passage of Chapter 218 of the Acts of the 2008 General Assembly expands the Board's purview to include the certification of residential child and youth care practitioners ("RCYCPs") or direct care workers by October 2013.

## Board Meetings– Mark your calendars!

The Board meets on the second Friday of every month at 9:00 AM. The meetings are held in the Board's office at 4201 Patterson Avenue. The public is welcome to the Open Session meetings. Directions to the Board's office may be downloaded from the Board's web site.

### 2008 Meeting Dates

- November 14
- December 12

### 2009 Meeting Dates

- January 9
- February 13
- March 13
- April 10
- May 8
- June 12
- July 10
- August 14
- September 11
- October 9
- November 13
- December 11

### Did you know?

You may check the status of your application by either calling or emailing the Board's office.

## Special Notice

The Residential Child Care Professionals is considered an official method of notification to residential child care program administrators and residential child and youth care practitioners. **These Newsletters may be used in administrative hearings as proof of notification.** Please read them carefully and keep them for future reference.

**If you have an upcoming event or story idea send an email to [mayerk@dhhm.state.md.us](mailto:mayerk@dhhm.state.md.us)**