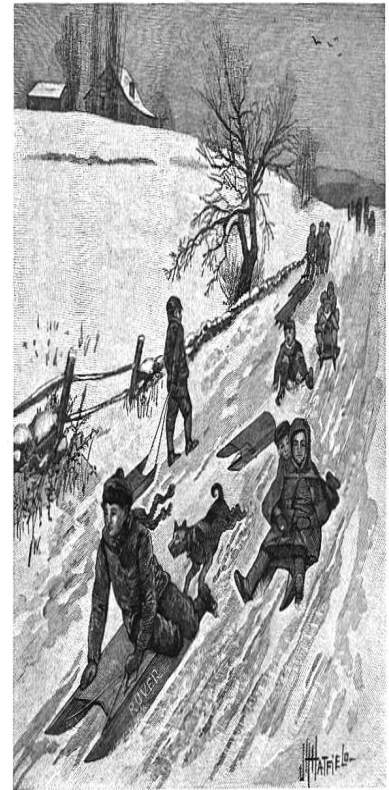


# Residential Child Care Professionals



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

## Message from the Chairman, Dr. Albert Zachik

Please join me in welcoming the following new members to the Board—William Childers, Ada Pearl Thomas, Shandra Crowder, and Sequaya Tasker.

- Mr. William Childers works for Cedar Ridge Children's Home and School and has over 20 years of experience in residential child care.
- Ms. Ada Pearl Thomas is a retired educator with previous experience as a child care supervisor and foster care provider.
- Shandra Crowder is the Chief of Interagency Initiatives at the Governor's Office for Children.
- Sequaya Tasker who represents the Developmental Disabilities Administration

As we begin a New Year and look back over our accomplishments during 2009, I am proud to report that the Board - with only two part-time staff—remains on target for implementing the of the RCYCP certification program. Specifically, the

Board has:

- Completed a year long, comprehensive review of its regulations in preparation for the implementation of a certification program for Residential Child and Youth Care Practitioners ("RCYCPs");
- Initiated the development of Standards Examination for RCYCPs;
- Initiated database upgrades;
- Published three newsletters;
- Held a Town Hall meeting; and,
- Offered two free CE opportunities.

The Board thanks all who participated in the Town Hall meeting, attended Board meetings, assisted in the regulation review process and, most importantly, provided feedback on the proposed regulations. Without your efforts, the regulation review process would have impossible.

## Mission & Vision

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

**Board'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 professionals; receiving and resolving complaints; and setting standards for the practice of residential child care.

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## Special points of interest

- Free CEUs offered for attending Board meetings
- Update SCYFIS profile
- Professional certification—  
What does it mean for RCYCPs?

## Continuing Education & Renewal



Certified program administrators whose certificates expire in January—June have been notified of their need to renew their certification. Below are frequently asked questions regarding the continuing education and the renewal process:

**When can I renew my certificate?** Individuals whose certificates expire March—May of 2010 may renew your certification beginning February 2010, individuals who expire June—August may renew beginning in May 2010, and individuals who expire September—November may renew beginning in August. Please note that renewals processed anytime after the certificate's expiration date will be assessed a late or reinstatement fee, as applicable.

**What happens if I do not renew my certificate?** If you do not renew your certificate by your expiration date, you are considered to be **practicing without a license and are subject to a Cease and Desist order and disciplinary action**. In addition, certified program administrators who have not completed the entire renewal process within 3 months of the expiration of their certificate are required to apply for reinstatement and pay a reinstatement fee of \$200 in order to practice child care administration in Maryland.

**When can I expect to receive my renewed certificate?** The Board will process the renewal applications within 1 to 2 business days of receipt of a completed renewal application package.

*The Board is required, pursuant to H.O. Art. §1-213 and the COMAR 10.57.08, to verify through the Office of the Comptroller that renewal applicants have paid all undisputed taxes and unemployment insurance contributions. If you are identified, you may not renew your certificate until the Board receives verification from the Comptroller's Office that the issue has been resolved.*

### Approved CE Providers

The Board has approved the following providers of continuing education:

- MARFY—All programs  
([www.marfy.org/training.html](http://www.marfy.org/training.html))
- The Horizon's Group—Training for Optimal Performance and Service  
([thehorizonsgroup@comcast.net](mailto:thehorizonsgroup@comcast.net))
- Help for the Helpers- Organizational Development Series  
([www.helpforthehelpers.com](http://www.helpforthehelpers.com))
- JKM— Safe Crisis Management Instructor Training\*  
([www.jkmtraining.com](http://www.jkmtraining.com))
- MACS—All programs  
([www.macsonline.org](http://www.macsonline.org))

\*The Board will accept a maximum of 5 CEUs in the content area of behavioral health.

**What is a complete renewal application package?** A complete renewal application package includes the following: (1) the renewal application; (2) evidence that you have initiated a state and national criminal history records check (if applicable); (3) Release to Process Application form; (4) Affidavit of Attendance at Board-Approved Continuing Education programs and copies of certificates; (5) a passport size photograph; and (6) payment of renewal fee.

**What are the continuing education requirements?** In order to qualify for certificate renewal, all certified residential child care program administrators **must certify a minimum of 40 hours** of continuing education completed in the two years before the expiration of the certificate.

**Will there be an audit of continuing education requirements?** Yes. The Board will conduct an audit after the renewal period. Certificate holders will be notified and will be required to submit copies of supporting documentation that may include: certificates of completion or letters of attendance for programs attended; transcripts for academic courses; reprints of publications and papers; or copies of presentations. **The number of CEUs or contact hours must be imprinted on the documentation provided.**

**Why do I have to complete a criminal history records check?** Health-General Article, § 20-301(c) requires that all residential child care program administrators submit to a state and national criminal history records check. The State Board for the Certification of Residential Child Care Program Professionals is a primary source licensing agency and, as such, must receive originals of all documents for certification from their originator. Therefore, those individuals who were certified prior to April 2008 and who submitted copies of their background checks must submit to a state and national criminal history records check through the Criminal Justice Information System (CJIS) executed on fingerprint cards provided by the Board. Please note that background checks conducted by private agencies are not acceptable and 180 day requests are not permissible.

**What documentation do I need to submit to verify that I have initiated a state and national criminal history check?** CJIS will provide you with a receipt indicating that you had your fingerprints taken and accepted by CJIS. The receipt must have your name and the date and signature of the person taking the fingerprints. You need to forward this receipt to the Board with your renewal application.

**Why do I need to provide my email address?** Effective January 1, 2009, the Board requires all certified program administrators to maintain a current email address with the Board. The Board disseminates all materials electronically, including: newsletters, correspondence, and transmittals.



## Acting Capacity

A residential child care program may not be operated unless it is under the day-to-day management and operation of a certified program administrator. If a certified program administrator leaves or is removed from a position as a program administrator by death or for any other unexpected cause, the Board of Directors of a residential child care program must immediately designate a certified program administrator to serve in that capacity.

There exists some confusion about what to do in the event a certified program administrator is not available. While the Board of Directors of a residential child care program may appoint a non-certified person to serve in the capacity of program administrator, **the appointment must be approved by the State Board for the Certification of Residential Child Care Program Professionals**. Therefore, the program's Board of Directors must:

(1) Notify the State Board for the Certification of Residential Child Care Program Professionals in writing either by mail, fax, or email of the appointment.

(2) The written notice should include: (a) the reason why acting capacity of a non-certified person is necessary, (b) the qualifications and credentials of the person selected for the acting capacity, and (c) a copy of the person's resume or CV.

The State Board for the Certification of Residential Child Care Program Professionals at its next scheduled meeting will evaluate the person's credentials to ensure that the person who was appointed meets the requirements of a program administrator. If the person is approved by the State Board for the Certification of Residential Child Care Program Professionals, the Board of Directors will receive a letter specifying the approved time period for acting capacity.

It is important to note that **acting capacity for a non-certified person may not exceed 180 days**. The 180-day time period begins on the date that the program administrator leaves or is removed from the position. The State Board for the Certification of Residential Child Care Program Professionals may extend the period for a further period of not more than 30-days upon written request by the residential child care program's Board of Directors.

If the person continues to perform the duties of a program administrator beyond the approved time-frame, the person is considered to be practicing as a residential child care administrator without being certified by the Board and is in violation of the Maryland Certification of Residential Child Care Programs Professionals Act. The foregoing actions constitute violations of Health Occupations Article, Title 20, §§ 20-401(1), 20-402(a), and 20-404 and COMAR 10.57.04 D(11). And, per §20-405, "A person who violates any provision of this title is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1000 for the first offense and a fine not exceeding \$5000 or imprisonment not exceeding 6 months or both for any subsequent violation of the same provision."

## ➡ Free CEUs for Attending Board Meetings ◀

Program Administrators can earn FREE CEUs by attending Board meetings (MAXIMUM OF 2 CEUs PER RENEWAL CYCLE). The Board meets the second Friday of every month at 9:30 AM in the Board's office lo-

## Standards Examination for Program Administrators

In 2010, the Standards Examination for Residential Child Care Program Administrators will be given on a quarterly basis:

- February 10 — 1 PM
- May 12 — 10 AM
- August 11 — 1 PM
- November 10 — 10 AM

The Standards Examination will be administered in Room 105 at the Board's offices located at 4201 Patterson Avenue in Baltimore, Maryland.

Please note that there is a fee of \$125.00 each time a candidate retakes the examination.

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: (1) Regulations are available at all public libraries; (2) Regulations may be downloaded from the Board's web site by clicking on the "Statutes and Regulation" link; or (3) Regulations may be downloaded from the Division of State Documents 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.

Special accommodations can be made for alternate examination dates by contacting the Board's office at 410-764-5996.

## Congratulations

The Board welcomes the following individuals who have become certified since the last newsletter:

- Maureen Althoff
- Edwin Butler
- L. Kai Boggess
- Solomon Carr
- Valentino DeViscio
- Brandee Johnson
- Wendi Martin
- Monica McCall
- Murugi Mungai-Kamau
- Peter Ndasi
- Peter Olumese
- Teron Powell
- Karen Spence
- Meta Townsend
- Margaret Vincent
- Cindy Williams
- Michele Wright

## Helpful Resources

Office of Health Care Quality  
Phone—877-402-8218  
[www.dhmh.state.md.us/ohcq/](http://www.dhmh.state.md.us/ohcq/)

Developmental Disabilities Administration  
Phone: (410)767-5600  
[www.ddamaryland.org](http://www.ddamaryland.org)

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

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

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

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

## Administrative Fines

Certified residential child care program administrators are required to notify the Board within 30 days of a change in either their name, address, or employer.

Pursuant to COMAR 10.57.06.01(G), a certified residential child care program administrator is required to notify the Board of such changes. **Failure to provide this notification will result in an administrative fine of \$50.**

It is important that you provide timely notification of such changes to the Board. Notification should be made in writing to the Board. The Board is beginning to fine those administrators who fail to provide this notification.

If you have any questions regarding change of information requirements, please contact the Board's office.



### CHANGE OF INFORMATION

License No.:

Last Name and Generational Indicator (JR, III, etc.)

First Name and Middle Name/Initial

Email Address

Street Address



City

State Zip Code

Employer



\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## Update Your Program's Profile

The Board encourages residential child care administrators to periodically review their residential child care program's profile in SCYFIS. The profiles should be kept up-to-date. The profiles are not only used by placement services, but licensing authorities and the Board for various purposes. Therefore, it is important the information contained in the profile is current.



## RCYCP Update

The Board continues its work on implementing the provisions of Senate Bill 783, RCYCPs or direct care workers to become certified by October 2013. Achievements over the last quarter include:

- The Board executed a Letter of Intent in July 2009 to all residential child care programs to determine the total number of direct care workers that will need to be certified. The response indicated approximately 2600 individuals will need to be certified.
- The Board completed a year long, comprehensive review of its regulations for the implementation of this certification program.
- The Board has also initiated the development of Standards Examination for RCYCPs.

The Board encourages you to begin discussing the importance of certification and what certification means with your direct care staff.

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*Program Administrators may use the following points to reinforce the importance of certification to their direct care staff.*

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## Professional Certification—What does it mean for RCYCPs?

Professional certification is a process in which a person proves that he or she has the knowledge, experience, and skills to perform a specific job. The proof comes in the form of a certificate earned from the entity that monitors and upholds prescribed standards for the particular profession. In this case, the State Board.

A wide variety of industries and careers offer professional certification, from highly technical jobs to human services of all kinds. In each case, the certificate assures employers, clients, and the public that the certificate holder is competent and professional.

In some professions, certification is a requirement for employment or practice. Nurses, therapists, and social workers are all examples. As of 2013, direct care workers will not be able to practice their profession without being certified by the Board.

### What's in it for You?

Professional certification shows employers and clients that you are committed to your profession and are well-trained. It gives them confidence in your abilities. Certification makes you more valuable to employers.

Typically, certified professionals:

- Enjoy better employment and advancement opportunities
- Have a competitive advantage over candidates without certificates
- Demonstrates dedication to their employers
- Increases opportunities for relevant formal educational opportunities
- Obtain significant contacts through networking
- Clearly identifiable career ladder
- Professional developmental

Professionalizing the role of direct care workers attracts dedicated individuals and reduces turnover, helps agencies maintain a well trained workforce, and increases the quality of care provided to children placed in residential child care programs.



State Board for the Certification of Residential Child Care Program Professionals

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.

Did You Know?

You may check the status of your application by either calling or emailing the Board's office. If you have an upcoming event or story idea send an email to mayerk@dhhm.state.md.us

State Board for the Certification of Residential Child Care Program Professionals

4201 Patterson Avenue Baltimore, Maryland 21215

Phone: 410-764-5996 410-764-5911 Fax: 410-358-5674 E-mail: mayerk@dhhm.state.md.us folbj@dhhm.state.md.us



Special Notice

The quarterly newsletters published by the Maryland State Board for the Certification of Residential Child Care Professionals are 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.

Electronic Dissemination of Information

In January, the Board moved to electronic dissemination of materials, including newsletters, transmittals, correspondence regarding initial and renewal applications. This cost-saving initiative will succeed if residential child care program administrators maintain a current email address with the Board. If your email address has changed, please notify the Board immediately.

As a result of the move to electronic dissemination of materials, email addresses will also be added to the Board's Roster available for dissemination to requestors unless you request that your email address be restricted. If you choose not to list your email you will need to complete the restriction form found below and return it to the Board.

REQUEST FOR RESTRICTION OF EMAIL ADDRESS FROM DATABASE ROSTER. I, \_\_\_\_\_, Certificate No. \_\_\_\_\_, request that my email address not be included on the Board releasable database roster. By this request, I acknowledge and agree that this restriction may result in me not having access to updated electronic information, advertisements and CEU programs that may be distributed, offered, advertised and disseminated by providers and contractors. Signature \_\_\_\_\_ Date \_\_\_\_\_ Mail to: Executive Director, State Board for the Certification of Residential Child Care Program Professionals, 4201 Patterson Avenue, Baltimore, MD 21215-2299

Notice of Mailing List

The information collected on the license application form and the license renewal forms is collected for the purposes of the Board's functions under the Maryland Health Occupations Code Annotated Title 20. Failure to provide the information may result in the denial of your application for an initial or renewed license. You have a right to inspect, amend, and correct this information. The Board may permit inspection of this information, or make it available to others, only as permitted by federal and State law. The Board may sell or provide a list of licensees' names and addresses to professional associations and other entities. Under the Maryland Public Information Act, Maryland State Government Code Annotated 10-617, you may request in writing that your name be omitted from such lists.

2010 Board Meeting Dates

The Board meets the second Friday of every month at 9:30 AM. The meetings are held in the Board's office located at 4201 Patterson Avenue. The public is welcome to attend the Open Session. Directions to the Board's office may be downloaded from the Board's website.

Table with 3 columns: Meeting Date, Meeting Date, Meeting Date. February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, December 11