



RCYCP APPLICATION PROCESS

A GUIDE ON THE RCYCP APPLICATION PROCESS



FORMS

- All required forms can be found on the Board for the Certification of Residential Child Care Program Professionals' website
- <https://health.maryland.gov/crccp>

A complete file includes:

- Certification Application & Fee
- Completion of On-Site Program Orientation Form
- Child Protective Services (CPS) Background Clearance results
- State & Federal background check (CJIS report) + 3 Privacy Rights Forms
- Education Requirements
- Profile & 7 RCYCP Modules on Institute website
- RCYCP Final Exam

CERTIFICATION APPLICATION & FEE

- \$50 fee must accompany application for the application to be accepted. The fee must be in form of a check or money order only. The check or money order must be made payable to “BCRCCP”
- Application must be completely filled out. No section should be left blank. Incomplete applications & forms are subject to an additional processing fee
- Any section that does not apply to the applicant must have “n/a” filled out
- Application must be notarized & contain a passport size photo of applicant on 3rd page
- Any false information on a notarized application may be grounds for denial of certification as the application is a legal document
- Please notify the Board of any name changes due to marriages or divorces or other legal reasons. This prevents documents being misplaced due to difference in names.
- Third-Party release is located on the 3rd page of the application
- A third-party is an individual other than the applicant & Board staff. This individual can be the applicant’s program administrator or HR person overlooking the Residential Child Care program
- If a third-party is listed, they will be given information and updates regarding the application. If no third-party is listed, information regarding the application **WILL NOT** be shared with anyone other than the applicant

COMPLETION OF ON-SITE PROGRAM ORIENTATION FORM

- This form is to be filled out by the program administrator & training facilitator
 - It must contain the date the applicant began working as an RCYCP & the dates the training occurred to be considered complete
 - It must be signed and dated by the program administrator and any other applicable signatures
 - This form is to be included when mailing the RCYCP Certification Application.
- ***IMPORTANT***
 - This form asks for the date the applicant began working as an RCYCP. It may be a different date than the date they were hired at the agency. The 180 day period for an RCYCP to become certified begins the date they are hired for the Residential program.
 - If a staff person is moved into the Residential program from another program within the agency, the date they begin in the Residential program is when they begin working as an RCYCP.

CHILD PROTECTIVE SERVICES (CPS) BACKGROUND CLEARANCE

- “Consent for Release of Information / CPS Background Clearance Request”
- To be filled out and mailed to the applicant’s local Department of Human Services (DHS) office located in their county/city of residence
- Local DHS offices’ address information is located on the Board’s website under “CPS CLEARANCE CONTACTS”
- DO NOT MAIL ORIGINAL REQUEST TO THE BOARD
- MAKE SURE REQUEST IS COMPLETELY FILLED OUT
- CPS request usually takes a minimum of 30-45 days to process
- CPS results must come directly from the Department of Social Services

STATE & FEDERAL BACKGROUND CHECK (CJIS)

- Background checks must be completed with Board of Residential Child Care's Livescan form
- Livescan form must contain the Board's authorization & ORI number
- CJIS reports not completed with the Board's authorization & ORI number will **NOT BE RECEIVED** by Board staff
- The 3 privacy rights forms regarding your CJIS report need to be signed & dated to be mailed to the Board along with your application. The forms are:
 - Applicant Record Notification
 - Federal Privacy Act
 - Noncriminal Justice Privacy Rights
- If the applicant's CJIS report raises a flag, they will be contacted by the Deputy Director. Third-parties will not receive any information or updates regarding CJIS reports as this is sensitive information
- If you answered "yes" to Question #4 or #5 on Questions Section of the Application, you will need to attach a written explanation and provide a true test copies of (arrest and charges), court record and final disposition. A narrative & true test copies are needed for each charge as applicable
- If a narrative is to be submitted, please make sure all arrest dates are addressed & explained. The narrative must be signed and dated. Only an original narrative will be accepted so it **CANNOT** be emailed or faxed.

EDUCATION REQUIREMENTS

- Copies of a Diploma are accepted for applicants whom High School is their highest level of education
- Official transcripts are required for applicants who have received a College degree.
- If the applicant has not graduated or received a degree from said school, the transcript will not be accepted
- Transcripts can be mailed directly to the Board's address
- Transcripts mailed to the applicant will be accepted as long as it is still sealed in the envelope from the school
- Please notify the Board of a maiden name that the transcript may come under
- If applicant has completed high school education outside of country, please contact Licensing Coordinator or Deputy Director
- College degrees earned out of the country can be verified through
 - World Education Services
 - <http://www.wes.org/>
 - International Consultants of Delaware, Inc.
 - icd@icdel.com

INSTITUTE PROFILE & MODULES

- Every applicant has to create a profile at the Institute's website
 - <https://theinstitute.umaryland.edu/>
- PLEASE CREATE JUST ONE PROFILE PER APPLICANT
 - If you are having problems signing in, contact the help desk
 - theinstitute@ssw.umaryland.edu
- This profile will give the applicant access to the RCYCP final exam & training modules
- A final exam cannot be scheduled if the applicant has not created a profile
- The RCYCP training modules are mandatory UNLESS the applicant has earned a college degree
- Modules can be used to study for the final exam

RCYCP FINAL EXAM

- APPLICANTS WILL NOT BE SCHEDULED FOR THE EXAM UNTILL THEIR FILE IS COMPLETE
- Exams are to take place on a business day during business hours
 - The earliest an exam may begin is 8:00 AM
 - The latest an exam may begin is 2:45 PM
- Agencies, that have been approved by the Board, may proctor the exam on their campus
- Exams are held at the Board's office on specific dates. The dates are posted months ahead on the Board's webpage
 - <https://health.maryland.gov/crccp/Pages/index.aspx>
- Exams are to be scheduled through the Licensing Coordinator. Licensing Coordinator must be contacted at least 5 days prior to a scheduled exam date
- Exams cannot be taken at the applicant's home or any other place that is not an approved testing site
- To access the exam, a password is required. This password is generated by the Licensing Coordinator. This password is then forwarded to the exam proctor only
- Password given are only valid for the set date & time of the exam
- Examinees are allowed to retake the exam one time during the two hour period given for the exam

STATE LICENSURE AFFIDAVIT OR CERTIFICATION AFFIDAVIT

- If an applicant holds a professional license or certification in another state, they are to complete the “State Licensure or Certification Affidavit”
- This form is then forwarded to the licensing or certification board(s) in the state(s) where the license or certification is held. The purpose is to verify the applicant’s licensure in said state.

CHECKLIST BEFORE SUBMISSION OF APPLICATION

APPLICATION & APPLICABLE DOCUMENTS ARE TO BE MAILED TO:

Board for the Certification of Residential Child Care Program Professionals
4201 Patterson Avenue
Baltimore, Maryland 21215-2299

Documents Mailed to the Board (Other documents may need to be mailed to the Board as applicable)

Residential Child and Youth Care Practitioners Certification Application

Completion of On-Site Program Orientation

Education Requirement Proof

Non Criminal Justice Applicant's Privacy Rights

Federal Privacy Act Statement

Applicant Record Notification

OTHER

- Email is the best form of contact. Please allow at least two business days for a response
- Applicants are required by law to be certified within **180 days from hire date**. That means they should have passed the RCYCP final exam within the 180 days period since they began working as an RCYCP. Applications sent in after or close to the end of the 180 day period **WILL NOT** be expedited
- **Communication** is key to a smooth certification process. Please respond to emails and work with Board staff in completing your file
- **Information contained in this presentation is subject to change as the Board's statutes & regulations change.**