

How Long Does it Take to Become Certified?

The length of time it takes to become certified depends upon the completeness of an application submitted to the Board.

If a **COMPLETE** application package is submitted to the Board, the certification process should take no longer than 6 to 8 weeks.

However, if an incomplete application is submitted that process could take much longer depending upon how long it takes the individual to submit the missing information.

NOTE: The Board is a primary source licensing agency and as such cannot accept copies of any documentation required for certification purposes. In addition, the Board cannot process applications until all required documentation is received.



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. The Board operates under the provisions of Title 20 of the Health Occupations Article of the Annotated Code of Maryland. The Board's purview was expanded in 2008 to include the certification of residential child and youth care practitioners. The Board is mandated to protect children living in Maryland's residential child care programs and its responsibility includes establishing standards for certification, regulation and discipline residential child care program administrators and residential child and youth care practitioners.

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 and residential child and youth care practitioners; receiving and resolving complaints; and setting standards for the practice of residential child care administration.

Vision

A state that provides qualified residential child care program administrators and residential child and youth care practitioners to further the well-being of children living in Maryland's residential child care programs.

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Certification— It's a 4 Step Process...

Obtaining certification as a residential child care program administrator is a four step process:

Step 1

Any individual who wishes to become certified as a residential child care program administrator must submit the following to the Board:

- Completed, certified application with fee;
- Original, official transcripts to document either a bachelor's or master's degree from an accredited college or university;

Note: Educational credentials from foreign countries must be evaluated by an approved education review service. The Board has approved the following services:

- World Education Services, Inc. at 202-331-2925 (www.wes.org); and,
- International Consultants of Delaware, Inc. at 212-222-8454, extension 510(icd@icdel.com) or

- 3 professional references from individuals who can attest to the applicant's work experience and competence as a child care professional, of which one must be from a current or former supervisor, submitted in sealed envelopes signed by the writer over the seal; and
- Evidence of required human service and supervisory or administrative experience.

Note: For individuals with a bachelor's degree - 4 years human service and 3 years supervisory or administrative experience and for individuals with a master's degree - 2 years human service and 1 year supervisory or administrative experience;

Step 2

Applicants must submit to a state and national criminal history records check executed on fingerprint cards provided by the Board through Maryland's Criminal Justice Information System. (Please email the Board to obtain fingerprint cards);

Note: Applications cannot be processed without the results of a criminal history records check. Private agency background checks are not acceptable.

The Board reviews the results of the criminal records check, the applicant's work experience and competence as a child care professional, of which one must be from a current or former supervisor, submitted in sealed envelopes signed by the writer over the seal; and

Note: Individuals must pass the Standards Examination; and

The applicant must achieve a score of at least 75% on the State Standards Examination.

