

Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Subtitle 57 BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM PROFESSIONALS

Chapter 03 Certification — Residential Child and Youth Care Practitioners

**Authority: Health Occupations Article, §§20-205, 20-301, 20-302.1, 20-303, and 20-305,
Annotated Code of Maryland**

.01 Application Procedures.

A. In order to obtain a certificate as a residential child and youth care practitioner, the applicant shall submit to the Board:

- (1) An application on the form provided by the Board;
- (2) The application fee set forth in COMAR 10.57.07; and
- (3) Evidence the applicant:
 - (a) Meets the academic and experience requirements set forth in Regulation .02 of this chapter;
 - (b) Is of good moral character;
 - (c) Has completed a State and national criminal history records check; and
 - (d) Has completed the process for certification under one of the tiers outlined in Regulation .10 of this chapter.

B. Age Requirement. An individual seeking certification as a residential child and youth care practitioner shall be either:

- (1) 21 years old or older; or
- (2) At least 18 years old and have earned at least an associate's or bachelor's degree from an accredited college or university.

C. The Board may not consider an application completed until it has received all required materials.

D. Incomplete Applications.

- (1) If an incomplete application is submitted to the Board, the Board shall notify the applicant within 30 days after the receipt of the incomplete application of the materials that are required.
- (2) If the applicant fails to provide the required documentation within 120 days, the Board may:
 - (a) Administratively close the application; or
 - (b) Deny the application, pursuant to Regulation .08E of this chapter.
- (3) An applicant whose application is administratively closed or denied may reapply and submit with the new application proof of compliance with:
 - (a) This subtitle; and
 - (b) Health Occupations Article, Title 20, Annotated Code of Maryland.
- (4) An applicant whose application has been denied shall disclose on future applications that the applicant had been denied certification.

.02 Academic and Experience.

A. Academic Experience. For certification as a certified residential child and youth care practitioner, an applicant shall submit a certified copy of transcripts with school seals to document the following to the Board:

- (1) Receipt of a high school diploma or equivalent; and
- (2) Either:
 - (a) Successful completion of an approved residential child and youth care practitioner training program; or
 - (b) Receipt of an associate's or bachelor's degree from an accredited college or university.

B. English-Language Proficiency. An applicant shall demonstrate proof of proficiency in the written and oral communication of the English language providing documentary evidence that:

- (1) The applicant has graduated from an English-speaking:
 - (a) High school;
 - (b) Professional school; or
 - (c) Undergraduate school; and

(2) The applicant has achieved a passing score on the Test of English as a Foreign Language (TOEFL).

C. Review of Foreign Educational Credentials.

(1) An applicant shall provide proof of equivalency of the applicant's educational credentials to a high school, associate's degree or bachelor's degree awarded from an accredited college or university in the United States.

(2) An applicant shall submit the applicant's educational credentials at the applicant's expense to an educational evaluation agency approved by the Board with the request that the evaluation report be sent directly to the Board.

.03 Certification by Completion of an Approved Residential Child and Youth Care Practitioner Training Program.

A. In order to obtain a certification certificate as a residential child and youth care practitioner by completion of an approved residential child and youth care training program, the applicant shall:

(1) Submit to the Board the documentation required in Regulations .01 and .02 of this chapter; and

(2) Demonstrate at least 30 hours, including, but not limited to, the following subject areas:

(a) Introduction to the field of residential child and youth care;

(b) Life skills development;

(c) Child and adolescent development;

(d) Standards of health and safety in child and youth care services;

(e) Trauma;

(f) Communication skills; and

(g) Legal and ethical issues in child and youth care.

B. An applicant who has completed a training program that does not have required hours of training as specified in §A(2) of this regulation, may provide the Board with evidence of completion of the required hours of training from another approved training source.

.04 Examination Procedures.

A. An applicant shall pass a Board-approved examination before certification.

B. A minimum passing score of 75 percent is required on the examination.

C. An applicant shall pass the examination within 180 days of hire.

D. Reexamination. An applicant who fails an examination may take the next examination given by the Board.

E. Applicants Requiring Special Accommodation.

(1) An applicant with a disability may request modifications in examination materials or procedures.

(2) The applicant shall make the request for modification in writing and include in the request the following:

(a) The applicant's name;

(b) The date of the examination to be modified; and

(c) A letter from the appropriate licensed professional which:

(i) Confirms the disability; and

(ii) Provides information describing the accommodations required.

(3) Requests for modification and supporting documentation shall be received by the application deadline.

.05 Action on Application.

A. The Board shall review all completed applications to the extent practicable within 120 days of receipt of the completed application.

B. The Board may delegate the initial review of applications to a committee of the Board.

C. At the next regular meeting of the Board, the Board may approve or deny an application reviewed by the Board or its designee.

D. Upon review of an application, the Board shall do one of the following:

(1) Deny certification; or

(2) Notify the applicant that the applicant is qualified to take the examination and require the applicant to take an examination.

E. Denial of Applications.

(1) The Board may deny certification if the applicant has:

(a) Not completed the academic and experience requirements in Regulation .02 of this chapter;

(b) Failed the examination requirements in Regulation .03 of this chapter;

(c) Failed to remit a fee;

(d) Failed to properly complete the application form;

(e) Violated Health Occupations Article, Title 20, Annotated Code of Maryland, or any provision of this subtitle; or

(f) Been shown to lack good moral character.

(2) If the Board denies certification under §E(1)(e) or (f) of this regulation, the Board or the Board's designee shall:

(a) Provide the applicant written notification of the Board's intent to deny and the basis for that denial; and

(b) Notify the applicant of the applicant's right to request a formal hearing to appeal the denial.

(3) An applicant whose certification has been denied may reapply and shall submit with the new application proof of compliance with:

(a) This subtitle; and

(b) Health Occupations Article, Title 20, Annotated Code of Maryland.

F. Issuance of Certificate.

(1) If the Board approves an applicant for certification and the applicant passes the examination, the Board shall:

(a) Send the applicant a notice specifying that the applicant has qualified for a certificate; and

(b) Issue a certificate to the applicant.

(2) The Board shall include on each certificate the:

(a) Full name of the certificate holder;

(b) Serial number assigned by the Board; and

(c) Signature of the Chairman of the Board, under the seal of the Board.

.06 Expiration and Renewal.

A. Unless the Board suspends or revokes the certificate, the certification:

- (1) Is effective for 2 years from the date issued; and
- (2) Authorizes the individual to perform direct responsibilities related to activities of daily living, self-help, and socialization skills in a residential child care program.

B. At least 3 months before the certificate expires, the Board shall send to the certified residential child and youth care practitioner a renewal notice that states:

- (1) The date on which the current certificate expires;
- (2) The date by which the renewal application shall be received by the Board for the renewal to be issued; and
- (3) The amount of the renewal fee.

C. The Board shall renew the certificate of a certified residential child and youth care practitioner who:

- (1) Otherwise is entitled to obtain a certificate;
- (2) Pays to the Board a renewal fee set by the Board; and
- (3) Submits to the Board:
 - (a) A renewal application on a form that the Board requires; and
 - (b) Satisfactory evidence of compliance with any continuing education and other qualifications and requirements set by the Board.

.07 Reinstatement.

A. The Board shall reinstate the certificate of a residential child and youth care practitioner who has failed to renew the certificate for any reason, if the individual:

- (1) Has not had the certificate suspended or revoked;
- (2) Pays to the Board the reinstatement fee as established in COMAR 10.57.07;
- (3) Submits to the Board:
 - (a) Evidence of completion of 20 continuing education units within the last 2 years; and

(b) Adequate evidence that the applicant has completed a State and national criminal background check; and

(4) Applies to the Board for reinstatement of the certificate within 5 years after the certificate expires.

B. The Board may not reinstate the certificate of residential child and youth care practitioner who fails to apply for reinstatement of the certificate within 5 years after the certificate expires. However, the residential child and youth care practitioner may be certified by meeting the current requirements for obtaining a new certificate under this subtitle.

.08 Duplicate Certificate.

The Board shall issue a duplicate certificate to the certificate holder if:

A. The certificate holder has a change of name and does the following:

(1) Makes the request to the Board in writing on the form provided by the Board;

(2) Provides appropriate legal documentation of the change;

(3) Pays the fee as specified in COMAR 10.57.07; and

(4) Surrenders the current certificate;

B. The Board, as a result of its error, issues an incorrect certificate and the certificate holder:

(1) Notifies the Board in writing within 6 weeks of receipt of the incorrect certificate; and

(2) Surrenders the incorrect certificate; or

C. The certificate holder does not receive the certificate within 6 weeks of issuance and the certificate holder provides a statement to the Board attesting to the nonreceipt of the certificate within 4 months of the date the certificate was issued by the Board.

.09 Display of Certificate and Renewal Certificates.

A. A certified residential child care and youth care practitioner shall provide to the residential child care program where they are employed:

(1) The certificate card; or

(2) Written verification from the Board of their certification.

B. Upon renewal of certification, the certified residential child and youth care practitioner shall provide to the residential child care program where they are employed:

- (1) The certificate renewal card; or
- (2) Written verification from the Board of the renewal of their certification.

.10 Tiered Certification.

A. Tier 1.

(1) Tier 1 certification may be obtained by an individual who:

- (a) Has obtained an Associate's or Bachelor's degree and has been continuously employed as a residential child and youth care practitioner for at least 2 years before October 1, 2015; or
- (b) Has obtained a high school diploma or GED and has been continuously employed as a residential child and youth care practitioner for at least 2 years before October 1, 2015.

(2) To obtain Tier 1 certification, an individual shall:

(a) Meet the age requirement set forth in Health Occupations Article §20–302.1, Annotated Code of Maryland; and

(b) Submit to the Board:

- (i) The application, fee, and criminal background check as required by Regulation .01 of this chapter;
- (ii) Evidence, in accordance with Regulation .02 of this chapter, of completion of the appropriate academic experience; and
- (iii) Evidence of completion of a minimum of 10 hours of an on-site program orientation at a private provider site.

B. Tier 2.

(1) Tier 2 certification may be obtained by an individual who:

- (a) Has obtained an Associate's or Bachelor's degree; or
- (b) Provides evidence of completion of the Community College of Baltimore County training program.

(2) To obtain Tier 2 certification, an individual shall:

(a) Meet the age requirement set forth in Health Occupations Article §20–302.1, Annotated Code of Maryland;

(b) Submit to the Board:

(i) The application, fee, and criminal background check as required by Regulation .01 of this chapter; and

(ii) Evidence of completion of a minimum of 10 hours of an on-site program orientation at a private provider site; and

(c) Pass a comprehensive examination.

C. Tier 3.

(1) Tier 3 certification may be obtained by an individual who does not hold a degree.

(2) To obtain Tier 3 certification, an individual shall:

(a) Meet the age requirement set forth in Health Occupations Article §20–302.1, Annotated Code of Maryland;

(b) Submit to the Board:

(i) The application, fee, and criminal background check as required by Regulation .01 of this chapter;

(ii) Evidence of completion of a minimum of 10 hours of an on-site program orientation at a private provider site; and

(iii) Evidence of completion of a Board-approved provider residential child and youth care training program; and

(c) Pass a comprehensive examination.

D. The Board shall notify applicants who have been approved to take the required comprehensive examination of:

(1) The applicant's approval to sit for the examination; and

(2) All testing dates and locations.

E. The Board may waive the training program requirement set forth in Health Occupations Article, §20–302.1(f), Annotated Code of Maryland, for an applicant holding an Associate's or Bachelor's degree if the applicant:

(1) Passes an examination; and

(2) Meets other requirements established by the Board.

F. An applicant for whom the required education, experience, training, and examination is waived in accordance with Health Occupations Article, §20-302.1(h), Annotated Code of Maryland, shall submit the following to the Board to become certified:

(1) The application, fee, and criminal background check as required by Regulation .01 of this chapter; and

(2) Before October 1, 2015, satisfactory evidence that the applicant has worked in the State as a residential child and youth care practitioner for at least the last 2 years.

10.57.03.9999

Administrative History

Effective date:

Chapter, Continuing Education, recodified to COMAR 10.57.04 effective April 19, 2010 (37:8 Md. R. 617)

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