

**Maryland State Board for the Certification of Residential Child Care Program
Professionals
4201 Patterson Avenue – 4th Floor
Baltimore, Maryland 21215
(410-764-5996)**

INFORMATION FOR COMPLETING THE “GRANDFATHERED STATUS RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONER APPLICATION

A residential child care program is an entity that provides for children 24-hours per day care with a structured set of services and activities that are designed to achieve specific objectives relative to the needs of children serviced and that include the provision of food, clothing, shelter, education, social services, health and mental health, recreation, or any combination of these services and activities. *All residential child care programs licensed in Maryland are required to have a Certified Child and Youth Care Practitioner on staff.* An individual must be *Certified* by the State Board before an individual may work as a Residential Child and Youth Care Practitioner in Maryland.

Effective October 1, 2015 all Residential Child and Youth Care Practitioners (RCYCP), formerly Known as “residential child care workers”, employed in the state of Maryland will be required to be certified by the state Board before October 1, 2015, unless: the RCYCP is an employee of the Maryland School for the Blind who is a residential child and youth care practitioner and holds a current paraprofessional certificate. Health Occupations Article §20-301 (i).

The RCYCP is participating in a Board – approved training program that leads to certification within 180 days of hire. Health Occupations Article §20-301 (ii).

“Grandfathered in” applicants are not required to take the Board approved training program for certification”.

- The application must be typed or printed legibly. All items on the application form must be completed, signed and dated. The application form **must be notarized.**
- All documents must be original, on the forms currently in use by the State Board and submitted as a **COMPLETE** application packet. Incorrect and incomplete applications will delay the review and approval process. If you submit an incomplete application, you will be charged a \$5.00 reprocessing fee. The State Board **WILL NOT** process an application until it has received **ALL** required documentation.
- If an applicant **FAILS** to provide the required document (s) within **120 days** of the application. The State Board may either administratively close the application or deny the application, pursuant to COMAR 10.57.02.04.E.

I. Personal Information

Name – Your name will appear on all documents and correspondence as you list on the application: (1) the name must be your legal name, (2) the name on your driver's license or identification.

Maiden – include all past names used, such as maiden names, etc.

Social Security Number – You must provide your social security number.

E-Mail Address – The State Board disseminates all correspondence via electronic mail (“e-mail”). Therefore, it is important that you provide and maintain a current email address with the State Board.

Military Status

The Veterans Employment Act of 2013 became effective July 1, 2013 requiring specified licensing units and Boards to give credit to former service members for relevant military training, education, and experience in connection with the issuance of occupational and professional licenses, certificates, and regulations.

“Service Member” means an individual who is an active duty member of:

- The Armed Forces of the United States
- A reserve component of the Armed Forces of the United States; or
- The National Guard of any State

“Veteran” means a former service member who was discharged from active duty under circumstances other than dishonorable within one year before the date on which the application for license, certificate, or registration is submitted.

“Veteran” does not include an individual who has completed active duty and has been discharged for more than one year before the application for a license, certification, or registration is submitted.

“Military Spouse” means the spouse of a service member or veteran,

“Military Spouse includes a surviving spouse of:

- A veteran; or
- A service member who died within one year before the date on which the application for license, certification, or registration is submitted.

If you are requesting Veteran preference please include a copy of DD Form 214

If you are requesting Spouse preference please include a copy of DD form 2765

Please provide all other information as requested in this section.

II. Educational Background

“Grandfathered in” applicants will need to provide to the Board a copy of their high school Diploma or GED. If the applicant has received a higher degree (such as a Bachelor’s, Master’s or doctorate degree) the applicant will only need to submit a **photo** copy of their degree.

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

- International Consultants of Delaware, Inc. at 212-222-8454, extension 510 (icd@icdel.com)
- World Education Services, Inc. at 202.331.2925 (<http://www.wes.org/>).

III. Licenses, Certifications, or Registrations Held

List all (active, inactive, or non-renewed) licenses, certifications or registrations held in ANY state, including Maryland. Attach an additional 8 ½” sheet of paper if necessary. You must indicate the type of license – e.g., Human Service work, etc. **Verification of Licensure, Certification or Registration must be provided to the State Board from each issuing Entity.** A **State Licensure or Certification Affidavit** may be downloaded from the State Board’s website at <http://dhmh.maryland.gov/crecp>. The Affidavit must be completed by the issuing entity and returned to the State Board.

State Licensure or Certification Affidavit

As referenced in **Section III** of the application and information, a **State Licensure or Certification Affidavit** must be completed by the issuing entity and returned to the State Board for all Active, inactive, or non-renewed licenses, certifications or registrations held by the applicant in ANY state, including Maryland. The form is available for download on the State Board’s website.

IV. Felony and Professional Charges and Convictions

Please answer all questions. For each question answered with a “yes” you must attach a detailed explanation and **true test copy** and **final disposition, and should have the court stamp on the documents.**

State and National Criminal History Record Check

All individuals seeking certification from the State Board must submit to a State and National criminal history record check (Health Occupations Article, §20-302C) and approved private providers authorized pursuant to COMAR 12.15.05 to collect and submit live fingerprints. Criminal history record information obtained is sent directly to the State Board and to you. Information regarding your criminal history record check that is received by the Board **will not** be made available to the private provider. **The State Board’s authorization number through the Criminal Justice Information System-**

Central Repository (CJIS-CR) is -0800001123. The Private Providers for fingerprinting can be found on the Department of Public Safety and Correctional Services website at <http://www/dpscs.state.md.us/publicservs/fingerprint.shtml>. ***The Criminal Justice Information System – Central Repository number is 410-764-4501 – Toll Free: 1-888-795-0011.***

Although a receipt from the private provider or CJIS-CR is sufficient documentation that you have initiated your criminal history record check, your application ***WILL NOT*** be processed until the results of the criminal history background check are received by the State Board. Positive results will require detailed explanations and court sealed records forwarded to the State Board.

Consent for Release of Information/Background Clearance Request Child Protective Services Program

All individuals seeking certification from the State Board must submit a Child Protective Services Background Clearance. Child Protective Background Clearance is completed by the applicant and sent directly to the ***Department of Social Services in the jurisdiction where the applicant lives. The form must be signed and notarized.*** If you have lived in other states, you are also required to request the Child Protective Services from each state you have lived. The agency will mail or fax the findings to the Board. Positive results will require detailed explanations and court sealed records forwarded to the State Board.

V. *Residential Child Care Program Information*

If you are affiliated with a residential child care program, you must provide the agency's name, mailing address, and indicate the licensing authority for the program.

VI. *Release to process Residential Child and Youth Care Application*

All applicants must sign and date this section on the application. All applicants must complete the ***Third Party Release, if you plan to use an intermediary to receive information about the status of your application. (If you do not plan to use an intermediary, please write N/A).***

Active, inactive, or non-renewed licenses, certifications or registrations held by the applicant in **ANY** state, including Maryland. The form is available for download on the State Board's website.

VII. *Affirmation and signature*

This section affirms the information on the application, no willful misrepresentations or falsifications and that the information is true and complete to the best of your knowledge and belief. The State Board may verify any information on the application. Any willful misrepresentation is cause for immediate denial of the application or later revocation of certification.

Acknowledgment that the applicant has received, read and understands the Maryland Certification of Residential Child Care Program Professionals Act. Further practice as

a Residential Child and Youth Care Practitioner without an active certificate is a violation of the Maryland Certification of Residential Child Care Program Professionals Act.

In addition, this section provides information regarding the *Notice of Mailing List*. The Information collected on the certification application form and the certification renewal form is collected for the purpose of the State 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 initial or renewal certification. You have the right to inspect, amend, and correct information. The State Board may permit inspection of this form, or make it available to others, only as permitted by Federal and State Law. The State Board may sell or provide lists of certificate holders' 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 your name be omitted from such lists.

Please Note: Applicant must sign application in front of Notary. Notary must sign and date, and place Notary Seal in circle, picture must be placed in box on the application. Application will be mailed back if this information is missing.

APPLICATION CHECKLIST

The State Board **WILL NOT** consider an application until it has received **ALL** required Documentation. Incorrect and incomplete applications will delay the review and approval process. If you submit an incomplete application, a \$5.00 processing will be charged.

Therefore, before submitting your application, please review the items below:

- Answered all questions on the Certification Application, signed and notarized the application
- Copy of DD214 – Military Preference (if applicable)
- Copy of Form DD2765 Identification and privilege card (if applicable)
- Copy of appropriate educational diploma (s) and transcripts reflective of Associate's degree Bachelor's degree or higher
- Completed State Licensure or Certification of Affidavit and forwarded to issuing entity (if applicable – if you hold any active, inactive, or non-renewed licenses, certificates or registrations in any State)
- Submitted a State and National Criminal History Record Check through the Maryland CJIS operated live scan fingerprint site
- Completed, notarized and mailed the Consent for Release of Information/Background Clearance Request to your local DHR/Social Services in the jurisdiction where you live

- If you answered “yes” to any of the questions in the Felony and Professional Charges and Convictions section, provide a detailed, written explanation, and a certified copy of the police/court record and final disposition.
- Application fee of \$50.00 - check or money order payable to BCRCCP

Additional forms to submit with this application:

- Complete and have notarized the *Affidavit for RCYCP Seeking Certification*
- Completed *On Site RCYCP Program Orientation* form.
- Completed *Employment Verification* form

STATE BOARD CONTACT INFORMATION

MAILING ADDRESS:

STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM
PROFESSIONALS

Attention: RCYCP Application Review
4201 Patterson Avenue – 4th Floor
Baltimore, Maryland 21215

PHONE: (410) 764-5996

FAX: (410) 358-5674 TTY FOR DISABLED: (800) 725-2256

Website address: <http://dhmh.maryland.gov/crccp>

Email address: dhmh.crccpa@maryland.gov

**EMPLOYMENT
VERIFICATION
FORM
FOR
RESIDENTIAL
CHILD AND
YOUTH CARE
PRACTITIONERS
(RCYCP) APPLYING
FOR
CERTIFICATION
THROUGH
"GRANDFATHERED
CLAUSE"**



STATE OF MARYLAND

DHMH

Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore • Maryland 21215

State Board for the Certification of Residential Child Care Program Professionals

MARYLAND STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM PROFESSIONALS

EMPLOYMENT VERIFICATION FORM

For Residential Child and Youth Care Practitioners (RCYCP) applying for certification through “grandfathered” clause

This form is to be used only if the applicant has been employed in a Residential Child Care Facility as a Residential Child and Youth Care Practitioner (formerly known as “child care worker”) prior to October 1, 2013. This form must be completed by the Certified Program Administrator and the Human Resources Department of the Residential Child Care Program where the applicant is currently employed and submitted to the Board along with the RCYCP Application for Certification.

Name of Applicant

Name of Residential Child Care Facility

Address

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Date of Hire (Applicant)

Month

Date

Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Please Note: If applicant worked as a Residential Child and Youth Care Practitioner since October 1, 2013, at more than one residential child care facility, please complete the information below. If this does not apply, please write N/A _____

Name of Residential Child Care Facility

Address

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Date of Hire (Applicant)

Last Date of Employment

Month, Date, Year

Month, Date, Year

<input type="text"/>	<input type="text"/>
----------------------	----------------------

I do solemnly declare and affirm under penalties of perjury, that the above statement(s) are true and correct.

Name (Print) Program Administrator

Signature of Program Administrator – Certificate #

Date

Name (Print) Human Resources Staff

Signature of Human Resource Staff

Date

**CERTIFICATION
APPLICATION
FOR
RESIDENTIAL
CHILD AND
YOUTH CARE
PRACTITIONERS**



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Board for the Certification of Residential Child Care Program Professionals

Phone • 410-764-5996 • Fax 410-358-5674

Website: <http://dhmh.maryland.gov/crccp> • Email address: dhmh.crccpa@maryland.gov

TTY for Disable: 1-800-735-2258

Office Use Only	
REC'D	_____
FEE	_____
PROCESSED	_____
CHECK/MO	_____
REVIEWED BY	_____
APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>
CERTIFICATE #	_____
CONTROL #	_____

**CERTIFICATION APPLICATION
RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONER**

SECTION I. PERSONAL INFORMATION

Please provide your LEGAL NAME

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

First Name

Middle Name (if applicable)

Address

City

State

Zip Code

--	--	--

Home Phone

Work

Cell

--	--	--

Email Address

Date of Birth – Month

Date

Year

--	--	--

Social Security Number

Gender Male

Female

Military Status

Veteran (within 1 year of honorable discharge) Active Service Military Spouse N/A

Identification – Please check all that apply

Hispanic or Latin origin

Asian

Native Hawaiian or other Pacific Islander

American Indian or Alaska Native

Black or African American

White or Caucasian

SECTION II. EDUCATIONAL BACKGROUND

High School Diploma or Equivalency

<i>Name of High School</i>	<i>City and State</i>	<i>High School Diploma</i> <input type="checkbox"/> <i>GED</i> <input type="checkbox"/>	<i>Date Received</i>
----------------------------	-----------------------	--	----------------------

College/University

<i>Name of College or University</i>	<i>City and State</i>	<i>Associate's</i> <input type="checkbox"/> <i>Bachelor's</i> <input type="checkbox"/> <i>Master's</i> <input type="checkbox"/>	<i>Date of Graduation</i>
--------------------------------------	-----------------------	---	---------------------------

(Please write N/A if you do not have degree)

Applicants who graduated from a foreign educational institution that is a college or university located outside of the geographical boundaries of the United States, should contact the Board about submitting their transcripts.

SECTION III.

Licenses, Certificates or Registrations Held

<i>State</i>	<i>License/Certificate Number</i>	<i>Type of License</i>	<i>Original License/Certificate Date</i>	<i>History of Discipline</i>	
				<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>
				<i>Yes</i> <input type="checkbox"/>	<i>No</i> <input type="checkbox"/>

(Please write N/A if you do not have any Licenses, Certificates or Registrations)

SECTION IV:

Felony and Professional Charges and Convictions

- Have you completed and forwarded the Consent for Release of Information/Background Clearance form to your local jurisdiction where you reside for submission to the Board?
Yes **No**
- Have you completed the Criminal History Record Check through Livescan for submission to the Board? **Yes** **No**

Please answer "Yes" or "No" to the questions asked below and attach a written explanation for any "Yes" answer. For questions #4 and #5 also provide a copy of (arrest and charges), court record and final disposition. Answering "Yes" to a question will not necessarily cause the Board to reject your application.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	1. Have you provided professional services while under the influence of alcohol, a narcotic, a dangerous substance or other drug that is in excess of prescribed amounts?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	2. Has any State licensing or disciplinary board, or a comparable body in the Armed Services denied your application for licensure, reinstatement, renewal, or taken any action against your license, including but not limited to reprimand, suspension, or revocation?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	3. Have you ever voluntarily surrendered a professional license due to violation of State licensing law?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	4. Have you pled guilty, to, nolo contendere, been convicted of, or received probation before judgment for any criminal act (excluding misdemeanor traffic violations)?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	5. Are there any outstanding complaints, investigations or charges pending against you in any State by any licensing or disciplinary board or a comparable body in the Armed Services?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	6. Has a malpractice suite been filed against you or has a claim for damages been settled or awarded against you?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	7. Has the condition of your employment been affected by any termination of employment, suspension, or probation for any reason related to your practice?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	8. Have you ever been denied a license, certification or registration to care for children?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	9. Have you ever been named as the perpetrator of child abuse or neglect by a State agency after an investigation?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	10. Are you currently charged with a felony or misdemeanor?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	11. Have you been addicted to the use of drugs or alcohol with the result that your ability to practice your profession has been impaired?

SECTION V: RESIDENTIAL CHILD CARE PROGRAM INFORMATION

Please identify the agency where you are currently employed as a Residential Child and Youth Care worker.

Agency Name

Licensing Authority: DHR DHMH DJS

Agency Mailing Address

--	--	--

City

State

Zip Code

SECTION VI: Release to process Residential Child and Youth Care Application

I agree that the State Board for the Certification of Residential Child Care Program Professionals (hereinafter "Board") may request any information necessary to process my application for certification as a residential child and youth care practitioner in Maryland from any person or agency, including but not limited to former and current employers, government agencies, other licensing bodies and agencies, and I agree that any person or agency may release to the Board the information request. I also agree to sign any subsequent releases for information that may be requested by the Board. I further agree that the Board may release any information pertaining to the status of my application to the state licensing agency of the residential child care program listed on my application.

Signature

Date

Third Party Release

(If you plan to use an intermediary to receive information about the status of your application).

I agree that the Board may release any information pertaining to the status of my application to the following person: (please write N/A if you do not want information released)

Name (Print)

Email

Date

Applicant's Signature

Phone

SECTION VII: Affirmation and signature

- 1) I have read, and understand the Annotated Code of Maryland, Health Occupations Article 20, and the Code of Maryland Regulations (COMAR 10.57, Maryland Certification of Residential Child Care Program Professionals Act, posted on the Board's website. Yes No

- 2) I understand that the State Board disseminates all correspondence via electronic mail ("e-mail"). Correspondence includes, but is not limited to: Information regarding your application and certification status, newsletters, transmittals, memoranda, notices, renewal information, etc. Yes No

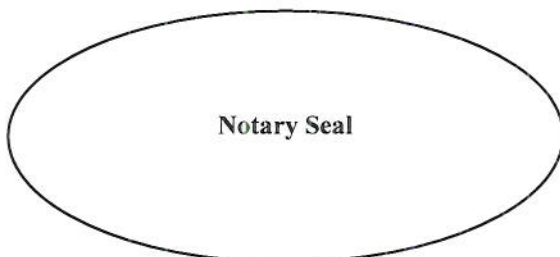
I hereby affirm that the information in this application contains no willful misrepresentation or falsification and that the information given to me is true and complete to the best of my knowledge and belief. I understand that the State Board may verify information on this application. I also understand that any willful misrepresentation is cause for immediate denial of the application or later revocation of the certification.

Name (Print)

Signature

Date

Notary Public, Subscribed and sworn to (or affirmed) before me on this _____ day of _____



This space to contain a recent passport type, full-face photograph of applicant.

Photograph must be securely taped in place.

Newspaper photograph, etc., not acceptable.

PLEASE DO NOT STAPLE

**MARYLAND STATE BOARD FOR THE CERTIFICATION
OF RESIDENTIAL CHILD CARE PROGRAM PROFESSIONALS**

AFFIDAVIT FOR APPLICANTS SEEKING RCYCP CERTIFICATION

An applicant seeking certification as a Residential Child and Youth Care Practitioner must execute and submit the following affidavit with the application for certification:

STATE OF _____

COUNTY OF _____

I swear or affirm under the penalty of perjury that I do not now and I have not at any time, either as an adult or as a juvenile:

1. Been convicted of;
2. Plead guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certification, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Resigned under threat of termination of employment or volunteerism for;
9. Had a report of child abuse or neglect made and substantiated against me for; or
10. Have any pending criminal charges against me in this or any other jurisdiction for;

Any conduct, matter, or thing (irrespective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor;
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs, or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or custodian;
15. Removing children from a state or concealing children in violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors resulting from a court order protecting a child or minor from abuse, neglect or exploitation; or
17. Any type of child abductions.

➤ **Except the following (list all incidents, locations, description, and date). If none, write NONE.**

The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause to deny certification as a Residential Child and Youth Care Practitioner.

Signed: _____ Date: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, _____

Signature of Notary Officer: _____
(Seal, if any, of Notarial Officer)

**CERTIFICATION
OF RESIDENTIAL
CHILD AND
YOUTH CARE
PRACTITIONERS**

**PROCESS FOR
TRAINING AND
CERTIFICATION**



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215-2299

CERTIFICATION OF RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS

Process for Training and Certification

Per Senate Bill 576 of the 2010 Session of the General Assembly, all Residential Child and Youth Care Practitioners (RCYCP), formerly known as “residential child care workers”, employed in the State of Maryland will be required to be certified by the State Board for the Certification of Residential Child Care Program Professionals (the Board) on or before October 1, 2015 unless:

1. the RCYCP is an employee of the Maryland School for the Blind who is a residential child and youth care practitioner and holds a current paraprofessional certificate. (Health Occupations Article §20-301(i)).
2. the RCYCP is participating in a Board-approved training program that leads to certification within 180 days of hire. Health Occupations Article §20-301 (ii)

To become certified, RCYCP's must participate in a Board-approved training program and pass an online Standards Examination or 7 Module Tests with a minimum score of 75%. The purpose of the training program is to provide a fundamental working knowledge of the varied aspects of performing the direct responsibilities related to activities of daily living, self-help, and socialization to children and youth in residential child care programs.

An Online Residential Child and Youth Care Training Program and Study Guide will be available beginning early winter 2015.

Private Providers who are interested in developing their own Residential Child and Youth Care Training Program may submit application to the Board for approval beginning December 2014.

After October 1, 2015, RCYCP's will have 180 days from the date of hire to become certified as a practitioner. (This means, staff hired in May 2015 must be certified as a practitioner by November 2015; staff hired in June 2015 must be certified by December 2015, etc)

The only exception to the requirement for completion of a Residential Child and Youth Care Training Program **and** taking the Standards Examination is:

- A RCYCP that can present satisfactory evidence to the Board that he/she has worked as an RCYCP in the State for at least two consecutive years prior to October 1, 2015 can be **grandfathered in and will receive their certification without participation in an approved training program or taking the Standards Examination**. This certification will be contingent upon meeting the non-examination requirements contained in the application for certification.

The only exception that allows an individual to take the Standards Examination without completing a training program is:

Phone – 410-764-5996 • Fax 410-358-5674 • Website – <http://dhmh.maryland.gov/crccp> • Email address: dhmh.crccpa@maryland.gov
Toll Free-1877-4MD-DHMH • TTY for Disabled-Maryland Relay Service 1-800-735-2258

- An applicant who has an associate's or bachelor's degree from an accredited college or university may take the Standards Examination **without participating in a training program**. If the applicant fails the examination, then participation in a training program may be required

Any individual with a disability may request, pursuant to COMAR 10.57.03.07 E, modifications in examination materials or procedures upon written request to the State Board.

Please Note: All RCYCP candidates will complete a minimum of 10 hours of On-Site Program Orientation. This orientation is a required component of the RCYCP Certification process. The orientation shall consist of an on-site private provider orientation to program policies and procedures, the program culture, professional boundaries, and job shadowing. A certified RCYCP Program Administrator will be required to sign a document that verifies completion of the orientation. The On Site Program Orientation Form must be submitted along with the RCYCP Certification Application.

THE ONLINE RESIDENTIAL CHILD AND YOUTH CARE TRAINING PROGRAM:

The Online RCYCP Certification Training Program will consist of 7 modules designed to ensure trainees have the required fundamental working knowledge in the following areas: (1) the Residential Child and Youth Care Practitioner, (2) Child and Adolescent Development, (3) Communication Skills, (4) Life Skills Development, (5) Trauma, and (6) Legal and Ethical Issues in Residential Care. (7) Standards of Health and Safety. Each module will begin with a pre-test and end with a post test. The Online RCYCP Training Program consists of 20 contact hours of training. The Online Residential Child and Youth Care Certification Training Program shall be taken by staff who:

- Do not have an Associate's or Bachelor's degree from an accredited college or university
- Are not participating in a Board approved **PRIVATE PROVIDER** training program
- Do not meet criteria for grandfather clause

The additional required 10 hours of training will consist of an On-site Program Orientation that includes job shadowing, and training on agency policies and procedures, organizational/program culture, and professional boundaries. Verification of Onsite Program Orientation will be documented as part of the RCYCP Certification application.

The Online RCYCP Training Process for Certification:

I.	Upon submission of completed RCYCP Certification Application to the State Board, the application fee of \$50.00 and verification of On-Site Program Orientation, the RCYCP will be given access to the Online RCYCP Training program through The University of Maryland - Institute for Innovations and Implementation website.
II.	The RCYCP will complete each online training module in order (Module 1-7). Each Module will end with review questions. The RCYCP must complete the full Module and review question before gaining access to move to the next Module.
III.	Upon completion of the Module 7 and the review questions, the RCYCP has fulfilled the training requirements for certification. The RCYCP will print a Certificate of Completion and forward to the State Board.
IV.	Upon receipt of the Certificate and all documents required for RCYCP Certification, the Board will forward approval to the RCYCP to take the Standards Examination, along with test dates and locations.
V.	Once the RCYCP passes the Standards Examination with a minimum score of 75%, the RCYCP has completed all requirements for Certification. The Board will generate a Residential Child and Youth Care Practitioner License to the applicant. All certified RCYCP's must complete a re-certification process every two years to maintain certification.

THE PRIVATE PROVIDER RESIDENTIAL CHILD AND YOUTH CARE TRAINING PROGRAM:

Private Providers may develop their own Residential Child and Youth Care Training Program. All Private Provider RCYCP Training Programs must be approved by the State Board prior to implementation. The State Board will review training program curriculum to determine conformity to the uniform framework and core competencies for direct care workers.

The Private Provider RCYCP Training Program must consist of 7 modules designed to ensure trainees have the required fundamental working knowledge in the following areas: (1) the Residential Child and Youth Care Practitioner, (2) Child and Adolescent Development, (3) Communication Skills, (4) Life Skills Development, (5) Trauma, and (6) Legal and Ethical Issues in Residential Care. (7) Standards of Health and Safety. Each module will end with review questions. The Private Provider RCYCP Training Program will consist of a minimum of 20 contact hours of training. The Private Provider Residential Child and Youth Care Training Program shall be taken by staff who:

- A. Do not have an Associate's or Bachelor's degree from an accredited college or university
- B. Are not participating in the Online Residential Child and Youth Care Practitioner training program
- C. Do not meet criteria for grandfather clause

The additional required 10 hours of training will consist of an On-site Program Orientation that includes job shadowing, and training on agency policies and procedures, organizational/program culture, and professional boundaries. Verification of Onsite Program Orientation will be documented as part of the RCYCP Certification application.

The Private Provider Residential Child and Youth Care Certification Training Approval Process:

I.	Private Providers will complete the RCYCP Private Provider Training Program application that will be posted on the State Board's website. The Private Provider can also access the Guidelines for developing a Residential Child and Youth Care Practitioner Training Program from the website for guidance on what to include in the training program.
II.	Private Providers should submit the completed application, the full RCYCP Private Provider Training Program, and \$150.00 application fee to the State Board for approval.
III.	A subcommittee designated by the State Board will review applications and make recommendations to the State Board. Review dates will be posted on the State Board's website. All applications must be received 30 days prior to the schedule review date.
IV.	If the subcommittee determines that the training program meets requirements, a recommendation for approval will be forwarded to the State Board. If the State Board approves the training program, the Board shall notify the Private Provider.
V.	If the subcommittee determines that the training program does not meet the requirements, the Board will send notification to the Private Provider and explain what areas should be addressed. The applicant shall re-submit their training program once deficiencies have been corrected.
VI.	If the subcommittee determines the training program does not meet requirements upon correction of deficiencies, the applicant may request a meeting of the subcommittee. Requests for meetings must be made in writing and include the topics to be discussed. The State Board will not provide technical assistance in developing training curriculum. After the third notice of deficiencies, the applicant must submit another application. There will be a cost of \$150.00.
VII.	All approved RCYCP Training Programs will be listed on the State Board's website.
VIII.	Upon approval, the Private Provider may offer the RCYCP Training Program to RCYCP's. Upon completion of the RCYCP Private Provider Training, the RCYCP must submit Certificate of Completion to the Board.

The Private Provider RCYCP Training Process for Certification:

I.	Upon submission of completed RCYCP Certification Application to the State Board, the application fee of \$50.00, verification of On-Site Program Orientation and RCYCP Private Provider Training Program Certificate of Completion, the RCYCP will be given approval to take the Standards Examination, along with test dates and locations.
II.	The RCYCP will prepare for the Standards Examination via the RCYCP Certification Study Guide that will be available to access from the Board website.
III.	Once the RCYCP passes the Standards Examination with a minimum score of 75%, the RCYCP has completed all requirements for Certification. The Board will generate a Residential Child and Youth Care Practitioner License to the applicant. All certified RCYCP's must complete a re-certification process every two years to maintain certification.

THE ONLINE STANDARDS EXAMINATION:

The Standards Examination is composed of 100 questions taken from the 7 modules of the Online Residential Child and Youth Care Worker Certification Online Training Program. A Study Guide will be made available to RCYCP's in preparation for the Standards Examination. To pass the Standards Examination, a minimum score of 75% is required. The Standards Examination will be taken by staff who either:

- A. have an Associate's or Bachelor's degree from an accredited college or university or
- B. has completed the Community College of Baltimore (Catonsville) Child and Youth Care Practitioner Certificate Program or
- C. has completed a Board approved Private Provider RCYCP Training program

The Online Standards Examination Process:

I.	Upon submission of a complete RCYCP Certification Application to the State Board, the application fee of \$50.00, verification of On-site Program Orientation, and verification of completion of a Board Approved Residential Child and Youth Care Practitioner Training (if applicable), the RCYCP will be provided with logistics for taking the Standards Examination.
II.	The RCYCP must pass the Standards Examination prior to October 1, 2015. Effective October 1, 2015, the RCYCP must pass the Standards Examination within 180 days from the date of hire.
III.	When the RCYCP has passed the Standards Examination, the RCYCP will print confirmation of passing scores and forward to the State Board.
IV.	Upon receipt of passing scores, the Board will generate a Residential Child and Youth Care Practitioner License to the applicant. All certified RCYCP's must complete a re-certification process every two years to maintain certification.

Statutes and Regulations

Health Occupations Article: Title 20

Title 14 Subtitle 31 Chapter 5

Title 14 Subtitle 31 Chapter 6

Title 10 Subtitle 57 (Board Regulations)

<http://dhmh.maryland.gov/crcp>

**INFORMATION
FOR
RESIDENTIAL
CHILD AND
YOUTH CARE
CERTIFICATION
FOR PRIVATE
PROVIDER
TRAINING
CURRICULUM**

STATE OF MARYLAND



DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215-2299

State Board for the Certification of Residential Child and Youth Care Program Professionals

***INFORMATION FOR RESIDENTIAL CHILD AND YOUTH CARE
CERTIFICATION FOR PRIVATE PROVIDER TRAINING CURRICULUM***

November 1, 2014

Dear Training Provider Applicant:

Thank you for your interest in becoming a Private Provider Trainer for the Residential Child and Youth Care Certification (RCYCP) program. This information is designed to assist private providers to understand the requirements set forth in the relevant statutes and regulations regarding Maryland's Residential Child and Youth Care Certification program. Effective October, 1, 2015, all Residential Child and Youth Care Practitioners must complete a Board approved training program to become certified in Maryland. Statutory authority is found in ***Health Occupations Article Title §20-302.02, (b) Successful completion of an approved training program shall prepare an individual for certification as a residential child and youth care practitioner.*** The regulations governing this program are found in **COMAR 10.57.03.01.**

PROVIDER QUALIFICATIONS

Any individual or agency who has the resources to provide an RCYCP certification training curriculum for Residential Child and Youth Care Practitioners and agrees to adhere to the laws and regulations governing this program may apply for private provider approval.

APPLICATION PROCESS

Complete the forms in the private provider approval packet and submit them along with all the other required documents and a check or money order for \$150.00 application fee payable to the Maryland State Board for the Certification of Residential Child Care Program Professionals, (BRCCP). ***Please note, should you choose not to complete the application process or your application does not meet the Board's requirements, the application fee is non-refundable and non-transferable, COMAR 10.57.07.02. Incomplete applications will delay the processing of your application.***

The following must be included in the application packet:

- Private Provider Application
- A check or money order payable to BCRCCP in the amount of \$150.00
- Training curriculum for RCYCPs
- Facilitator notes
- Number of training hours per session
- Detailed outline notes of session activity

Upon receipt of the completed application and all required documentation, it will be reviewed by the Board's Review Committee. The provider will be advised of the Committee's recommendation for approval.

If approved, after the RCYCP applicant has completed his/her training the Private Provider must submit a certificate of completion for the applicant to the Board. The certificate shall include the following information:

- a. Name of Private Provider Trainer*
- b. Name of Agency*
- c. Name of Participant*
- d. Date Certification Training was completed*
- e. Sample Training Certificate*

TRAINING CONTENT

The content of all training curriculum must be relevant to the RCYCP's core competency requirements.

It is the responsibility of the Private Provider to clearly state in the application the training description, training objective, and outline how the course content relates to the 20 hours of **CORE COMPETENCIES TRAINING REQUIREMENTS that include the following:**

- Introduction to Residential Child and Youth Care Practitioner
- Child and Adolescent Development
- Communication Skills
- Life Skills Development
- Legal and Ethical Issues
- Trauma
- Standards of Care

RCYCPs are also required to complete 10 hours of job shadowing and successfully complete the following on-site requirements towards Residential Child and Youth Care Practitioner Certification:

- Agency Policies and Procedures
- Organizational/Program Culture
- Professional Boundaries

The “Completion of On-Site Program Orientation” form must be submitted to the Board after the applicant has completed their 10 hours. This form can be found on the State Board’s website.

Please Note: Should your application and training curriculum be approved, please not that approval is solely granted for training that will prepare individuals to become certified as an RCYCP.

Due to the extensive application review, program evaluation, the time of a response to your submitted application may vary.

Should you have any questions concerning your provider application, or the evaluation process, please contact me by phone at 410-764-5996 or via email at Gwendolyn.Joyner@maryland.gov.

Sincerely,

Gwendolyn A. Joyner
Deputy Director



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215

State Board for the Certification of Residential Child Care Program Professionals

For Board Use Only

Application# _____
Fee# _____
Date Received _____
Date Reviewed _____
Reviewed By _____
Meets Criteria: Yes
No
Program Approved
Program Denied

PRIVATE PROVIDER APPLICATION

Carefully review the enclosed application packet and submit this application by December 1, 2014. Be sure to include the course curriculum with the application. This application should be typed. If more space is needed than provided on original, attach additional sheets and reference the question being answered. Please refer to information page for a list of the required documents to be submitted with this application.

I. Contact and Private Provider Information

Private Provider's Information

Last Name	First	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Name		
<input type="text"/>		
Agency Address		
<input type="text"/>		
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone (work)	(cell)	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

II. Training Information

Training Location:

Methods of Instruction: (attach copies of training curriculum)

III. Private Provider

Please list the names and credentials of trainers to be approved: (include curriculum vitae and evidence of expertise in the program areas). *Please see study guide and outline for initial certification training on the Board's website at <http://dhmh.maryland.gov/crccp>.*

Private Provider (Print)

Private Provider (Print)

I certify that the training program's core competencies described in COMAR regulations including any attachments, meets the requirements established in **COMAR10.57.03**. I hereby attest and affirm that the information included on this application, including any attachments, is true and accurate to the best of my knowledge. I acknowledge that any approval issued pursuant to this application, including any attachments, will be subject to revocation if approval was based on incorrect or inadequate information that materially affected the decision to approve the application.

Private Provider

Signature

Date

Private Provider

Signature

Date

APPLICATION CHECKLIST

Before you mail your application and fee, make sure you have:

- Filled out all applicable sections of the application
- Signed and dated the application
- Made a copy of your application for your files
- Enclosed Curriculum Vitae
- Enclosed Training curriculum
- \$150.00 check or money order

STATE BOARD CONTACT INFORMATION

MAILING ADDRESS:

**STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM
PROFESSIONALS**

Attention: PRIVATE PROVIDER TRAINER APPLICATION REVIEW

4201 Patterson Avenue-4th Floor

Baltimore, Maryland 21215

PHONE: (410) 764-5996

FAX: (410) 358-5674

TTY FOR DISABLED: (800) 725-2256

Website address: <http://dhmh.maryland.gov/crccp>

Email address: dhmh.crccpa@maryland.gov



STATE OF MARYLAND

DHMH

James T. Merrow

Executive Director

Maryland Department of Health and Mental Hygiene
State Board for the Certification of Residential
Child Care Program Professionals

4201 Patterson Ave., Baltimore, Maryland 21215-2299

Office: 410-764-5911 Fax: 410-358-5674

E-Mail: James.Merrow@maryland.gov



STATE OF MARYLAND

DHMH

Gwendolyn A. Joyner

Deputy Director

Maryland Department of Health and Mental Hygiene
State Board for the Certification of Residential
Child Care Program Professionals

4201 Patterson Avenue, Baltimore, MD 21215-2299

Office: 410-764-5996 Fax: 410-358-5674

E-Mail: Gwendolyn.Joyner@maryland.gov



STATE OF MARYLAND

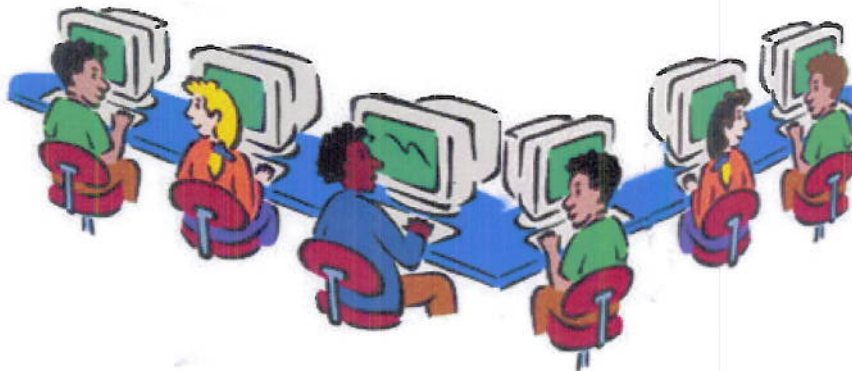
DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Martin O'Malley Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

State Board for the Certification of Residential Child Care Program Professionals

Does Your Organization Have A Computer Lab?



The State Board for Certification of Residential Child Care Program Professionals is currently seeking locations to serve as Residential Child and Youth Care Practitioners (RCYCP) Testing Locations for individuals to take the Standards Examination for certification.

Space requirements:

- Minimum of 6 computers in one room
- Internet access
- Mozilla Firefox or Google Chrome software

If your agency is interested in serving as a host site or you have additional questions, please contact Gwendolyn Joyner, Deputy Director of the State Board for Certification of Residential Child Care Program Professionals, at 410-764-5996 or Gwendolyn.joyner@maryland.gov no later than November 30, 2014.

Phone – 410-764-5996 • Fax 410-358-5674 • Website – <http://dhmh.maryland.gov/crcpp> • Email address: dhmh.crcppa@maryland.gov
Toll Free-1877-4MD-DHMH • TTY for Disabled-Maryland Relay Service 1-800-735-2258