



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Lawrence J. Hogan, Jr., Governor • Boyd K. Rutherford, Lt. Governor • Van T. Mitchell, Secretary

State Board for the Certification of Residential Child Care Program Professionals

DATE: March 31, 2015

TO: Program Administrators and Residential Child and Youth Care Practitioners

FROM: Certification of Residential Child and Youth Care Practitioners

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 on or before October 1, 2015 unless:

- The RCYCP is an employee of the Maryland School for the Blind and holds a current paraprofessional certificate; or
- The RCYCP is participating in a Board-approved training program that leads to certification within 180 days of hire. *Health Occupations Article §20-301- (i) (ii)*

“Residential child and youth care practitioner” does not include an individual assigned to perform direct responsibilities related to activities of daily living, self-help, and socialization skills in a residential child care program licensed by the Developmental Disabilities Administration. Health Occupation, Article §20-101 (2)

The process for Certification of Residential Child and Youth Care Practitioners has begun. All RCYCP’s must complete the RCYCP Application which can be downloaded from the Board’s website at <http://dhmh.maryland.gov/crccp>.

All RCYCP’s with an Associate’s, Bachelor’s degree or higher from an accredited college or university must pass the RCYCP Comprehensive Exam with a minimum score of 75%. A Study Guide and RCYCP Guide for Test Preparation to use in completing the study guide is available at <http://dhmh.maryland.gov/crccp>.

Upon submission of required documents to the Board, the RCYCP will be approved to take the test which is offered monthly at various locations across the State.

All RCYCP’s without an Associate’s or Bachelor’s Degree from an accredited college or university must participate in a Board –approved training program and pass an online Comprehensive Examination 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 is now available via The University of Maryland Institute for Innovation and Implementation. To access the training, RCYCP's must create a log in the Institute's website at <https://theinstitute.umaryland.edu/training/online>. Upon completion of a log in, RCYCP's should click the online training tab where the RCYCP Training Modules can be accessed.

To ensure all current RCYCP's are certified by October 1, 2015, please adhere to the following deadlines:

DEADLINES FOR RCYCP CERTIFICATION

Certification Process Begins	Submit completed Child Protective Services Consent for Release of Information/Background Clearance Request Form	Complete State and National Criminal History Records Check	Submit completed RCYCP Application for Certification	Pass Comprehensive Examination
April 1, 2015	No later than August 1, 2015	No later than August 30, 2015	No later than August 30, 2015	No later than September 15, 2015

The Child Protective Services Consent for Release of Information/Background Clearance Request form must be completed for the State of Maryland and for any other State an employee has lived. Attached you will find the form for Maryland along with the addresses to each of the local Department of Social Services offices. The form should be completed, notarized and mailed to the local Department of Human Resources/Social Services office **within the jurisdiction where the employee resides**. The local DHR/Social Services office should mail the findings directly to the Board at: Maryland State Board for Certification of Residential Child Care Program Professionals, 4201 Patterson Avenue, Baltimore, Maryland 21215. This form can also be downloaded from the Board's website at <http://dhmh.maryland.gov/crccp>.

The State and National Criminal History Records Check must be completed through the Livescan Fingerprinting process. Locations in Maryland that conduct Livescan Fingerprinting can be found at <http://www.fingerprinting.com/maryland/>. Please provide the Board's authorization number when completing the fingerprinting process. The Board's authorization number is **0800001123**. If you have questions regarding criminal history record checks, please contact CJIS at 410-764-4501 – Toll free 1-888-795-0011.

The Board must receive all documentation from the applicant, background clearances from appropriate jurisdictions and criminal history record through Livescan by October 1, 2015. Due to the amount of time it takes to process background clearances, failure to submit and complete all requirements by August 1, 2015 may jeopardize the applicants certification status.

Remember, 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).

If you have questions, please do not hesitate to call me at 410-764-5996 or contact me by email at Gwendolyn.Joyner@maryland.gov.

Sincerely,

Gwendolyn A. Joyner
Gwendolyn A. Joyner
Deputy Director