

# NOTICE TO LICENSED RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS

Board's New Website <https://health.maryland.gov/crccp>

The Maryland State Board ("the Board") for the Certification of Residential Child Care Program Professionals licensees *who were initially certified in 2015 are due to renew before September 30, 2017*. Reminder notices are being mailed to each applicant due to renew before September 30, 2017.

*Renewal cards will be mailed to all licensees starting June 1 – June 15, 2017. If you have moved since you were certified please complete a change of information form and email to Gwendolyn Joyner, Deputy Director at Gwendolyn.Joyner@maryland.gov.*

## **PLEASE NOTE**

All Licensees renewing their certification are required to complete a new State and Federal Background Check and the Adam Walsh Child Protective Services Background Clearance Request form.

## **ONLINE RENEWAL**

The *Online Renewal* will be available starting July 15, 2017. *The renewal fee is \$50.00*. You will be required to complete the RCYCP online renewal application and submit it through a *secured link on the Board's website and you will be able to pay by credit card online*.

*Applicants paying by check or money order will need to mail check or money order to the Board. The check or money order must be made payable to BCRCCP, and mailed to Maryland State Board for the Certification of Residential Child Care Program Professionals, 4201 Patterson Avenue, Baltimore, Maryland 21215.*

RCYCPS who renew through the online application will need to complete the Affidavit of Continuing Education Courses online. List all courses and the number of hours completed.

## **PAPER RENEWAL APPLICATIONS**

If you choose to mail in your renewal application, you can mail in starting June 1, 2017. Please submit the following documents with your application:

- The RCYCP renewal application
- \$50.00 Renewal application fee
- Receipt – proof that you completed a recent State and Federal Background Check

using the Board's ORI and authorization number on the Live Scan form.

- Evidence that you have completed the Adam Walsh Child Protective Services Background Clearance Request form and mailed to your local DHR/Social Services office. ***(Please do not mail the original CPS to the Board, the form will be mailed back to you and this will delay the processing of your renewal. Please make sure all information is complete when mailing your CPS to your local DHR/SS office, incomplete forms will delay the processing of your renewal.)***
- Completed Affidavit of Continuing Education Courses form. List all course, names and hours attendance. (You do not need to mail your ceus, Licensee must keep all 20 ceus for their renewal for two years, for auditing purposes.)
- Licensees who submit an incomplete application will be charged.