

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

**IMPORTANT INFORMATION REGARDING THE 2023-2025 BIENNIAL RENEWAL
FOR LICENSED RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS**

July 15, 2024

**The deadline to renew your Residential Child and Youth Care Practitioners certificate is
September 30, 2024**

Renewals will be completed online using the electronic online system, accessed through the Board's website at <https://health.maryland.gov/crccp>. The system will be open to receive online renewal applications on July 15, 2024 through September 30, 2024 until 11:59 p.m. You will not be able to use the online renewal system after that time.

A late Renewal fee (in addition to renewal fee will be \$25.00).

To reinstate a certificate, you will need to submit to the Board a reinstatement application and a fee of \$50.00.

Residential Child and Youth Care Practitioners submitting a Paper Renewal Application.

Paper Renewal applications must include the Affidavit of Continuing Education Courses form, listing the Sponsoring Agency, Name of the Program Activity and the Dates of Attendance. The form must be signed and dated and mailed with your renewal application.

The Reinstatement application can be downloaded from the Board's website at <https://health.maryland.gov/crccp>.

Information regarding continuing education can be found on the Board's website at:

<https://health.maryland.gov/crccp>. On the Board's main website page under **LICENSING**, click Continuing Education.

Applicants for renewal of a license must attest to the completion of an **approved implicit bias training program** for renewal of a Health Occupations Board license.

Information regarding Implicit Bias training can be found on the Board's website at:

<https://health.maryland.gov/crccp>. On the Board's main website page, click "More Information Here" where you will find additional information and resources.

Please remember the following critical factors regarding this biennial renewal:

10.57.04.01

.01 Conditions of Certification Renewal; Continuing Education Units Required.

B. The Board shall renew the certificate for an additional 2-year period if the certified residential child and youth care practitioner:

- (1) Otherwise is entitled to be certified as set forth in COMAR 10.57.03;
- (2) Pays to the Board the renewal fee as established in COMAR 10.57.07; and
- (3) Submits to the Board:
 - (a) A renewal application on the form that the Board requires; and
 - (b) Satisfactory evidence of having completed, within the 2-year period before the renewal date, a minimum of 20 continuing education units approved by the Board.

10.57.04.02

.02 Qualifying Continuing Education.

A. The certified program administrator or certified residential child and youth care practitioner shall complete continuing education units that foster improvement, advancement, and extension of the certified program administrator's or certified residential child and youth care practitioner professional skill and knowledge relating to residential child care programs.

B. Continuing education may include:

- (1) Academic course work which qualifies for credit toward an undergraduate or a graduate degree from an accredited institution with one semester hour of academic course work equivalent to 15 continuing education units and one quarter hour of academic course work equivalent to 3.75 continuing education units;
- (2) Workshops, seminars, symposiums, conferences, institutes, audiovisual self-study, and similar programs with 1 hour of attendance equivalent to 1 continuing education unit unless otherwise noted by an automatic or authorized sponsor;
- (3) Publications with 1 hour of authoring, editing, or review equal to 1 continuing education unit, up to a maximum of 12 continuing education units in a renewal period;
- (4) Presentations or teaching up to a maximum of twice the number of continuing education units available to a participant in the program;
- (5) Staff development, including but not limited to an educational program planned by an agency to assist employees in becoming knowledgeable and competent in fulfilling role expectations within that agency with 1 hour of attendance equivalent to one (1) continuing education unit;
- (6) Invited speaker sessions, in-house seminars, and case conferences, which are specifically designed for training, teaching, or both, with 1 hour of attendance equivalent to one (1) continuing education unit;

(7) Attendance or presentation of programs offered at professional meetings of local, state, regional or international professional organizations or societies;

(8) Home-study courses provided by automatic sponsors or approved sponsors with proof of satisfactory completion up to a maximum of 10 continuing education units in a renewal period; or

(9) Attendance at Board meetings with 1 hour of attendance equivalent to 1 continuing education unit up to a maximum of 2 continuing education units.

C. Of the required continuing education units in each 2-year period, a maximum of five (5) continuing education units may have a content area focusing on behavior management.

D. Continuing education **may not** include certification or recertification in CPR or first aid.

10.57.07.01 (B)

.01 Fee Schedule

The following fees are established by the Board:

Residential Child and Youth Care Practitioner:

- (1) Initial Application . . . \$50;
- (2) Biennial Certificate Renewal . . . \$ 50;
- (3) Reinstatement Fee . . . \$50;
- (4) Late Renewal Fee (in addition to renewal fee) . . . \$25;

(C) Other Fees:

- (2) Fine for failure to **notify the Board within 30 days** of a change in the:
 - (a) Name of the certificate holder;
 - (b) Home address of the certificate holder;
 - (c) Electronic mail address of the certificate holder; or
 - (d) Name or address of employer or business connection of the certificate holder . . . \$50;
- (3) Returned check fee . . . \$25;

THE FOLLOWING INFORMATION IS ALSO REQUIRED:

- You must complete a State and Federal Background Check **using the Board's authorization and ORI number** and a Child Protective Services Background Clearance

Request form. The Live Scan form and the CPS form are located on the Board's website.

- You are urged to complete the Child Protective Services (CPS) Background Clearance request form **and mail to the Board's office at 4201 Patterson Avenue, Baltimore, Maryland 21215 for processing.** It can take up to 45 days or longer for Board staff to receive your results. *(This form must be notarized)*
- Complete the online renewal on a PC, laptop or desktop computer. **Please do not use a smartphone or iPad.**
- Payments will be accepted online via MasterCard or Visa, either credit or debit card. If you do not have a bank issued MasterCard or Visa you can mail in a check or money order to the Board, checks must be postmarked by September 30, 2024.
- **AUDITED CEUS** – The “Board” will conduct a random audit of continuing education units (CEUS). Please keep your certificates until September 30, 2026.

Please Note:

Complete the Residential Child and Youth Care Practitioners renewal application all the way through the payment and retain a copy of the application and receipt as proof of your records in case you are audited.

****Completing your renewal application through the online renewal system does not renew you. You are not updated as renewed until all documents are received by Board staff.**

Board staff must receive evidence (a receipt from DHS) or the CPS results before the deadline of September 30, 2024. Board staff must receive your state and federal criminal results before you can be renewed.

If you have questions regarding the Online Renewal Payment application process, please contact Leslie Johnson, Deputy Director by email at Leslie.Johnson3@maryland.gov.

Sincerely,

Leslie Johnson,

Deputy Director
Residential Child Care Program Professionals