



STATE BOARD OF CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM PROFESSIONALS

4201 Patterson Avenue Baltimore, MD 21215 - 2299
Phone Number: 410-764-5052 Website: http://health.maryland.gov/crccp

FOR BOARD USE ONLY

Certificate Control # _____

Check # _____ Amount \$ _____

Program Administrators Renewal Application Form

PLEASE MAKE CHECK PAYABLE TO BCRCCP

Failure to renew your license by 12/31/2023 could result in the expiration of your license. You are required by Health Occupations § 20-310 to participate in Board approved continuing education program. The required amount of continuing education hours is 40. The following must be completed and returned with your renewal fee for your license to be issued.

LICENSE NUMBER: _____

LICENSE RENEWAL FEE.....\$ 200.00

EXPIRATION DATE OF CURRENT LICENSE: 12/31/2023

PERSONAL INFORMATION SECTION: PLEASE PRINT

LAST NAME [Grid]

FIRST NAME [Grid]

MIDDLE NAME / INITIAL [Grid]

MAIDEN NAME [Grid]

ADDRESS [Grid]

CITY [Grid] STATE [Grid] ZIP CODE [Grid]

HOME EMAIL ADDRESS _____

WORK EMAIL ADDRESS _____

Date of Birth: Month [Grid] Day [Grid] Year [Grid]

Social Security Number: [Grid]

Sex: [] 1. Male [] 2. Female

Home Phone _____

Work Phone _____

Cell Phone _____

Are you currently working in a residential child care program? [] Yes [] No

Employer Name _____

Employer Address _____

City, State, Zip _____

LICENSING AUTHORITY: [] DJS [] OTHER [] DHS [] MDH

To further its commitment to equal opportunity, The Board of Residential Child Care Program Professionals requests applicants to provide, voluntarily, the following information. This information will be used for statistical purposes only by authorized personnel.

Race/Ethnic identification - Please check all that apply

Are you of Hispanic or Latin origin? [] Yes [] No

[] American Indian or Alaska Native

[] Native Hawaiian or Pacific Islander

[] Asian

[] Caucasian or White

[] Black or African American

[] Other

QUESTIONS SECTION

This section must be completed for renewal of your license.

*If there have been **no new charges or convictions** since your initial certification or last renewal you do not need to submit a written explanation or court documents. You only need check the "Yes" box for previous charges.*

*If there are **new charges** (Attach a written explanation for any "Yes" answer). For Questions #4 and #5: provide a copy of (arrest and charges), court record and final disposition.*

Answering "Yes" to a question does not cause the Board to reject your application.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <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 therapeutic amounts? |
| <input type="checkbox"/> | <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 or renewal, or taken any action against your license, including but not limited to reprimand, suspension or revocation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever voluntarily surrendered a professional license due to violation of State licensing law? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you pled guilty, nolo contendere, or been convicted of, or received probation before judgment for any criminal act excluding misdemeanor traffic violations)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Has a malpractice suite been filed against you or has a claim for damages been settled or awarded against you? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Have the conditions of your employment been affected by any termination of employment, suspension, or probation for any reason related to your practice? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have you ever been denied a license, certification or registration to care for children? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Have you ever been named as the perpetrator of child abuse or neglect by a State Agency after an investigation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are you currently charged with a felony or misdemeanor? |
| <input type="checkbox"/> | <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? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Have you completed the Criminal History Record Check through Livescan for submission to the Board? |

LICENSES, CERTIFICATIONS OR REGISTRATIONS HELD: (Please write N/A if you do not have any Licenses, Certificates or Registrations)

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

I hereby affirm that the information in this application contains no willful misrepresentation or falsification and 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.

Applicant's Name: _____

Date: _____

Applicant's Signature: _____