

Child Care Career and Professional Development Fund Checklist

Before mailing your application, check to make sure you have included all required information and copied for your records. Incomplete applications will not be processed.

- Do not** send original transcripts, diplomas, licenses, etc.
- Do** send clear legible copies of these documents.
- Do** provide written documentation of all experience
- Do** keep a copy of all items sent into the credentialing branch.

NEW Applications are due by March 1st.

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| | Application – Completed, signed and dated |
| | Experience – At least one year of child care experience <ul style="list-style-type: none"> • Signed letter from current employer on letterhead OR Current Family Child Care license. • Signed letter from previous employer on letterhead |
| | Participation in the Maryland Child Care Credential – Level Two or higher – Copy of current Maryland Child Care Credential certificate. |
| | College enrollment toward a degree in early childhood education or related field <ul style="list-style-type: none"> • Letter or other documentation of acceptance from an approved college including a declared major • Professional development plan that includes course(s) enrolled in for each semester up until graduation(Please do not use the professional development plan form for licensing requirement) |

CONTINUATION – Transferring to a Four Year College – Applications are due by March 1st

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| | Application – Completed, signed and dated |
| | Continued Employment – Signed Letter from current employer on letterhead OR Current Family Child Care license. |
| | Continued Credential Participation – Copy of current Maryland Child Care Credential certificate – Level Two or higher |
| | College enrollment toward a degree in early childhood education or related field: <ul style="list-style-type: none"> • Letter of acceptance from a CCCPDF participating college/university including a declared major • Professional development plan that includes course(s) and timeline required to complete degree. |

CONTINUATION Applications are due by June 30th.

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| | Application – Completed, signed and dated |
| | Continued Employment – Signed Letter from current employer on letterhead OR Current Family Child Care license. |
| | Participation in the Maryland Child Care Credential at Level Two or Higher – Copy of current Maryland Child Care Credential certificate. |
| | College enrollment toward a degree in early childhood education or related field: <ul style="list-style-type: none"> • Copy of current college transcript • Revised Professional Development Plan (if applicable) |