



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

**PROGRAM ADMINISTRATORS REMINDER NOTICE FOR RENEWAL
OF YOUR CERTIFICATION
EXPIRATION DATE DECEMBER 31, 2015**

October 16, 2015

To: Certified Program Administrators

Dear Program Administrators:

Your current Residential Child Care Program Administrator certificate expires **December 31, 2015**. You may renew your certificate upon receipt of your application package. Your renewal fee is \$200.00 and may be paid via check or money order to "BRCCP". Your renewal certificate **will not** be processed until payment is received.

In order to qualify for a renewal certificate, all renewing Certified Program Administrators must:

1. Complete the Renewal Application
2. Complete the Consent for Release of Information/Background Clearance Request form and mail or hand carry to your local DHR/Social Services office in the jurisdiction or state where you reside. **Incomplete forms will delay the processing of your renewal**
3. Submit a minimum of **40 continuing education units** within a two year period prior to your renewal date indicated on the Affidavit of Attendance at **Board-Approved Continuing Education Courses form**, with your name and number of hours earned, and the approved sponsor's name must be on the certificate; and,
4. Provide **copies of certificates of completion** for all continuing education programs noted on the Affidavit of Attendance at Board-Approved Continuing Education Courses form.

You are required to mail the above documentation to: Maryland State Board for the Certification of Residential Child Care Program Professionals - 4201 Patterson Avenue, 5th Floor, Baltimore Maryland 21215. **Please be advised that this notice will be your only renewal notice.**

If you do not intend to renew your certificate, please complete the Non-Renewed Status form and sent to the Board by mail, email or fax.

Applications received after December 31, 2015 will be required to pay \$100.00 late fee.

Should you have any questions regarding the renewal process, please do not hesitate to contact me at Gwendolyn.Joyner@maryland.gov 410-764-5996.

Sincerely,

Gwendolyn A. Joyner
Gwendolyn A. Joyner
Deputy Director

cc: File