



Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

State Board for the Certification of Residential Child and Youth Care Program Professionals

INFORMATION FOR DEVELOPING A RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONER TRAINING CURRICULUM

December 1, 2014

Dear Applicant:

Thank you for your interest in developing a Board-approved Training Curriculum for the Residential Child and Youth Care Certification (RCYCP) program in the State of Maryland. This information is designed to assist individuals in developing a Board approved RCYCP Training Program that meets the relevant statutes and regulations regarding Maryland's Residential Child and Youth Care Certification program. Effective October, 1, 2015, all Residential Child and Youth Care Practitioners must complete a Board approved training program to become certified in Maryland. ***Successful completion of an approved training program shall prepare an individual for certification as a residential child and youth care practitioner.*** The regulations governing this program are found in **COMAR 10.57.03.01**.

QUALIFICATIONS

Any individual or agency who has the resources to develop and administer a RCYCP Training Program for Residential Child and Youth Care Practitioners and agrees to adhere to the laws and regulations governing this program may apply for approval from the State Board.

APPLICATION AND APPROVAL PROCESS

All applicants must complete a Residential Child and Youth Care Practitioner Training Curriculum Approval Application Packet. The application packet must include:

- Residential Child and Youth Care Practitioner Training Curriculum Application
- A non-refundable application fee of \$150.00 in the form of check or money order payable to the Board for Certification of Residential Child Care Program Professionals (BCRCCP)
- Training Curriculum which includes:
 - session outlines that detail training activities
 - length of each session
 - facilitator notes
 - session agendas
- A sample Certificate of Completion that includes:

- *Title of training: Residential Child and Youth Care Practitioner Training*
- *Name of Board-approved Agency facilitating the training*
- *Name of participant*
- *Date training was completed*
- *Total hours of the training session/series*
- Resumes of potential trainers

Submit the completed application packet to the Maryland State Board for the Certification of Residential Child and Youth Care Program Professionals. Upon receipt of the Residential Child and Youth Care Practitioner Training Curriculum Application Packet and all required documentation, the application will be reviewed by the Board Review Subcommittee. The Subcommittee will make recommendations to the Board for approval. Incomplete applications will delay the processing of the application. ***Approval of this application from the Board pertains only to the RCYCP Training Program.***

TRAINING CONTENT

To ensure that individuals who participate in a Board Approved training program offered by an agency are prepared to pass the RCYCP Standards Examination, the content must align with the materials in the Board Approved RCYCP Online Training Program designed by the University of Maryland Institute for Innovations and Implementation. Therefore, the content of the training curriculum submitted to the Board must contain 20 hours of training materials in the following 7 core competency areas:

- Introduction to Residential Child and Youth Care Practitioner
- Child and Adolescent Development
- Communication Skills
- Life Skills Development
- Legal and Ethical Issues
- Trauma
- Standards of Care

A “Guide for Developing the RCYCP Training Program” is available for all applicants with specific information that must be included in each competency area. This guide is available on the State Board website.

Should you have any questions concerning your application, please contact me by phone at 410-764-5996 or via email at Gwendolyn.Joyner@maryland.gov.

Sincerely,

Gwendolyn A. Joyner
Gwendolyn A. Joyner
Deputy Director



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215
State Board for the Certification of Residential Child Care Program Professionals

For Board Use Only

Application# _____
Fee# _____
Date Received _____
Date _____
Reviewed By _____
Meets Criteria: Yes
No
Program Approved

RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONER TRAINING
CURRICULUM APPLICATION

This application should be typed. If more space is needed, attach additional sheets and reference the question being answered. Please refer to information page for a list of the required documents to be submitted with this application.

I. Applicant Information

Last Name	First	Middle Initial
Agency Name		
Agency Address		
City	State	Zip Code
Phone (work)	(cell)	Email

II. Training Information

Training Location:

Methods of Instruction: (attach copies of training curriculum)

III. Trainer Information

Please list the names and credentials of potential trainers to be approved: (include curriculum vitae and evidence of expertise in the program areas).

Trainer (Print)

Trainer (Print)

I certify that the training program's core competencies described in COMAR regulations, including any attachments, meets the requirements established in **COMAR10.57.03**. I hereby attest and affirm that the information included on this application, including any attachments, is true and accurate to the best of my knowledge. I acknowledge that any approval issued pursuant to this application, including any attachments, will be subject to revocation if approval was based on incorrect or inadequate information that materially affected the decision to approve the application.

Name of applicant

Signature

Date

APPLICATION CHECKLIST

Before you mail your application, make sure you have:

- Filled out all applicable sections of the application
- Signed and dated the application
- Made a copy of your application for your files
- Enclosed Curriculum Vitae of potential trainers
- Enclosed Training curriculum, including session outlines, detailed description of activities, and facilitator notes
- Enclosed a sample Certificate of Completion
- Enclosed \$150.00 non-refundable application fee in form of check or money order

STATE BOARD CONTACT INFORMATION

STATE BOARD FOR THE CERTIFICATION OF RESIDENTIAL CHILD CARE PROGRAM PROFESSIONALS

Attention: PRIVATE PROVIDER TRAINER APPLICATION REVIEW

4201 Patterson Avenue-4th Floor

Baltimore, Maryland 21215

PHONE: (410) 764-5996

FAX: (410) 358-5674

TTY FOR DISABLED: (800) 725-2256

Website address: <http://dhmh.maryland.gov/crccp>

Email address: dhmh.crccpa@maryland.gov