

Child Care Career and Professional Development Fund Checklist

Applicant's Name: _____

Before mailing your application, check to make sure you have included all required information and make copies for your records. This checklist must be signed by the participating college Coordinator before submitting to MSDE. Incomplete applications will not be processed.

Do not send original transcripts, diplomas, licenses, etc.

Do send clear legible copies of these documents.

Do provide documentation of all experience

NEW Applications are due by March 1st each year.

	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 of acceptance or other documentation from a CCCPDF participating College/University including a declared major. Professional development plan that includes course(s) and timeline required to complete degree.

CONTINUATION – Transferring to a Four Year College – Applications are due by June 30th each year.

	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 each year.

	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)

By signing this checklist, I am confirming that all required documents are included and students applying to participate in the CCCPDF program have applied for all financial assistance for which they are eligible. I have received a FAFSA confirmation email from the student if appropriate.

Coordinator's Signature: _____ Date: _____