



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215-2299

State Board for the Certification of Residential Child Care Program Professionals

CERTIFICATION OF RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS PROCESS FOR TRAINING AND CERTIFICATION

Per Senate Bill 576 OF THE 2010 Session of the General Assembly, all Residential Child and Youth Care Practitioners (RCYCP), formerly known as “residential child care workers”, employed in the State of Maryland will be required to be certified by the State Board for the Certification of Residential Child Care Program Professionals (the Board) on or before October 1, 2015 unless:

1. the RCYCP is an employee of the Maryland School for the Blind who is a residential child and youth care practitioner and holds a current paraprofessional certificate. (Health Occupations Article§20-301 (ii).
2. the RCYCP is participating in a Board-approved training program that leads to certification within 180 days of hire. Health Occupations Article§20-301 (ii)

To become certified, RCYCP’s must participate in a Board-approved training program and pass an online Comprehensive Examination with a minimum score of 75%. The purpose of training program is to provide a fundamental working knowledge of the varied aspects of performing the direct responsibilities related to activities of daily living, self- help, and socialization to children and youth in residential child care programs.

An Online Residential Child and Youth Care Training Program and Study Guide will be available beginning Spring of 2015.

Private Providers who are interested in developing their own Residential Child and Youth Care Training Program may submit application to the Board for approval beginning December 2015.

After October 1, 2015, RCYCP’s will have 180 days from the date of hire to become certified as a practitioner. (This means, staff hired in May 2015 must be certified as a practitioner by November 2015; staff hired in June 2015 must be certified by December 2015, etc.)

The only exception to the requirement for completion of a Residential Child and Youth Care Training Program **and** taking the Standards Examination is:

- A RCYCP that can present satisfactory evidence to the Board that he/she has worked as an RCYCP in the State for at least two consecutive years prior to October 1, 2015 can be **grandfathered in and will receive their certification without participation in an approved training program or taking the Comprehensive Examination**. This certification will be contingent upon meeting the non-examination requirements contained in the application for certification.

The only exception that allows an individual to take the Comprehensive Examination without completing a training program is:

- An applicant who has an associate’s, or bachelor’s degree from an accredited college or university may take the Comprehensive Examination **without participating in a training program**. If the applicant fails the examination, then Participation in a training program may be required.

Any individual with a disability may request, pursuant to COMAR 10.57.03.07 E, modifications in examination materials or procedures upon written request to the State Board.

Please Note: All RCYCP candidates will complete a minimum of 10 hours of On-Site Program Orientation. This orientation is a required component of the RCYCP Certification process. The orientation shall consist of an on-site private provider orientation to program policies and procedures, the program culture, professional boundaries, and job shadowing. A certified RCYCP Program Administrator will be required to sign a document that verifies completion of the orientation. The Onsite Program Orientation Form must be submitted along with the RCYCP Certification Application.

THE ONLINE RESIDENTIAL CHILD AND YOUTH CARE TRAINING PROGRAM:

The Online RCYCP Certification Training Program will consist of 7 modules designed to ensure trainees have the required fundamental working knowledge in the following areas: (1) the Residential Child and Youth Care Practitioner, (2) Child and Adolescent Development, (3) Communication Skills, (4) Life Skills Development, (5) Trauma, and (6) Legal and Ethical Issues Residential Care (7) Standards of Health and Safety. Each module will begin with a pre-test and end with a post test. The Online RCYCP Training Program consists of 20 contact hours of training. The Online Residential Child and Youth Care Certification Training Program shall be taken by staff who:

- A. Do not have an Associate’s or Bachelor’s degree from an accredited college or university
- B. Are not participating in a Board approved **PRIVATE PROVIDER** training program
- C. Do not meet criteria for grandfather clause

The additional required 10 hours of training will consist of an Onsite Program Orientation that includes job shadowing, and training on agency policies and procedures, organizational/program culture, and professional boundaries. Verification of Onsite Program Orientation will be documented as part of the RCYCP Certification application.

The Online RCYCP Training Process for Certification:

I.	Upon submission of completed RCYCP Certification Application to the State Board, the application fee of \$50.00 and verification of Onsite Program Orientation, the RCYCP will be given access to the Online RCYCP Training program through The University of Maryland-Institute for Innovations and Implementation website at https://theinstitute.umaryland.edu/training/onlinetraining
II.	The RCYCP will complete each online training module in order (Module 1-7). Each Module will end with review questions. The RCYCP must complete the full Module and review questions before gaining access to move to the next Module.
III.	Upon completion of Module 7 and the review questions, the RCYCP has fulfilled the training requirements for certification. The RCYCP will print a Certificate of Completion and forward to the State Board.
IV.	Upon receipt of the Certificate and all documents required for RCYCP Certification, the Board will forward approval to the RCYCP to take the Comprehensive Examination, along with the test dates and locations.
V.	Once the RCYCP passes the Comprehensive Examination with a minimum score of 75%, the RCYCP has completed all requirements for Certification. The Board will generate a Residential Child and Youth Care Practitioner License to the applicant. All certified RCYCP’s must complete a re-certification process every two years to maintain certification.

THE PRIVATE PROVIDER RESIDENTIAL CHILD AND YOUTH CARE TRAINING PROGRAM:

Private Providers may develop their own Residential Child and Youth Care Training Program. All Private Provider RCYCP Training Programs must be approved by the State Board prior to implementation. The State Board will review training program curriculum to determine conformity to the uniform framework and core competencies for direct care workers.

The Private Provider RCYCP Training Program must consist of 7 modules designed to ensure trainees have the required fundamental working knowledge in the following areas: (1) the Residential Child and Youth Care Practitioner, (2) Child and Adolescent Development, (3) Communication Skills, (4) Life Skills Development, (5) Trauma, and (6) Legal and Ethical Issues in Residential Care. (7) Standards of Health and Safety. Each module will end with review questions. The Private Provider RCYCP Training Program will consist of a minimum of 20 contact hours of training. The Private Provider Residential Child and Youth Care Training Program shall be taken by staff who:

- A. Do not have an Associate’s or Bachelor’s degree from an accredited college or university
- B. Are not participating in the Online Residential Child and Youth Care Practitioner training program
- C. Do not meet criteria for grandfather clause

The additional required 10 hours of training will consist of an Onsite Program Orientation that includes job shadowing, and training on agency policies and procedures, organizational/program culture, and professional boundaries. Verification of Onsite Program Orientation will be documented as part of the RCYCP Certification application.

The Private Provider Residential Child and Youth Care Certification Training Approval Process:

I.	Private Providers will complete the RCYCP Private Provider Training Program Application that will be posted on the State Board's website. The Private Provider can also access the Guidelines for developing a Residential Child and Youth Care Practitioner Training Program from the website for guidance on what to include in the training program.
II.	Private Providers should submit the completed application, the full RCYCP Private Provider Training Program, and \$150.00 application fee to the State Board for approval.
III.	A subcommittee designated by the State Board will review applications and make recommendations to the State Board. Review dates will be posted on the State Board's website. All applications must be received 30 days prior to the schedule review date.
IV.	If the subcommittee determines that the training program meets requirements, a recommendation for approval will be forwarded to the State Board. If the State Board approves the training program, the Board shall notify the Private Provider.
V.	If the subcommittee determines that the training program does not meet the requirements, the Board shall send notification to the Private Provider and explain what areas should be addressed. The applicant shall resubmit their training program once deficiencies have been corrected.
VI.	If the subcommittee determines the training program does not meet requirements upon correction of deficiencies, the applicant may request a meeting of the subcommittee. Requests for meetings must be made in writing and include the topics to be discussed. The State Board will not provide technical assistance in developing training curriculum. After the third notice of deficiencies, the applicant must submit another application. There will be a cost of \$150.00.
VII.	All approved RCYCP Training Programs will be listed on the State Board's website.
VIII.	Upon approval, the Private Provider may offer the RCYCP Training Program to RCYCP's. Upon completion of the RCYCP Private Provider Training, the RCYCP must submit Certificate of Completion to the Board.

The Private Provider RCYCP Training Process for Certification:

I.	Upon submission of completed RCYCP Certification Application to the State Board, the application fee of \$50.00, verification of Onsite Program Orientation and RCYCP Private Provider Training Program Certificate of Completion, the RCYCP will be given approval to take the Comprehensive Examination, along with test dates and locations.
II.	The RCYCP will prepare for the Comprehensive Examination via the RCYCP Certification Study Guide that will be available to access form the Board's website.
III.	Once the RCYCP passes the Comprehensive Examination with a minimum score of 75% the RCYCP has completed all requirements for Certification. The Board will generate a Residential Child and Youth Care Practitioner License to the applicant. All certified RCYCP's must complete a re-certification process every two years to maintain certification.

THE ONLINE COMPREHENSIVE EXAMINATION:

The Comprehensive Examination is composed of 96 questions taken from the 7 modules of the Online Residential Child and Youth Care Worker Certification Online Training Program. A Study Guide will be made available to RCYCP's in preparation for the Comprehensive Examination. To pass the Comprehensive Examination, a minimum score of 75% is required. The Comprehensive Examination will be taken by staff who either:

- A. have an Associate's or Bachelor's degree from an accredited college or university or
- B. has completed the Community College of Baltimore (Catonsville) Child and Youth Care Practitioner Certificate Program or
- C. has completed a Board approved Private Provider RCYCP Training Program

The Online Standards Examination Process:

I.	Upon submission of a complete RCYCP Certification Application to the State Board, the application fee of \$50.00, verification of Onsite Program Orientation, and verification of completion of a Board Approved Residential Child and Youth Care Practitioner Training (if applicable), the RCYCP will be provided with logistics for taking the Comprehensive Examination.
II.	The Comprehensive Examination can be taken when offered once per month.
III.	The RCYCP must pass the Comprehensive Examination prior to October 1, 2015. Effective October 1, 2015, the RCYCP must pass the Comprehensive Examination within 180 days from the date of hire.
IV.	When the RCYCP has passed the Comprehensive Examination, the RCYCP will print confirmation of passing scores and forward to the State Board.
V.	Upon receipt of passing scores, the Board will generate a Residential Child and Youth Care Practitioner License to the applicant. All certified RCYCP's must complete a re-certification process every two years to maintain certification.

Statutes and Regulations

Health Occupations Article: Title 20

Title 14 Subtitle 31 Chapter 5

Title 14 Subtitle 31 Chapter 6

Title 10 Subtitle 57 (Board regulations)

<http://dhmh.maryland.gov/crcp>