To All Licensed Residential Child and Youth Care Practitioners, due to expire October 1, 2018.

The deadline to renew your Residential Child and Youth Care Practitioner License is September 30, 2018 as your license will expire on October 1, 2018 at 12:00 a.m. Renewals will be completed online using the electronic online system, accessed through the Board’s website at https://health.maryland.gov/crccp. The system will be open to receive online renewal applications on July 15, 2018 through September 30, 2018. The online system will be closed at 12:00 a.m. midnight on October 1, 2018. Reinstatements start on October 1, 2018. Reinstatement applications should be mailed to the Board with an additional payment of $50.00. Please visit the FAQs for this Biennial Renewal located on the Board’s website: https://health.maryland.gov/crccp.

Please remember the following critical factors regarding this biennial renewal:

1. **You must complete a minimum of 20 continuing education units from courses considered pre-approved or have been approved by the Board for the Certification of Residential Child Care Program Professionals.** In addition, you must complete a State and Federal Background Check using the Board’s authorization and ORI number and a Child Protective Services Background Clearance Request form. The Live Scan form and the CPS form are located on the Board’s website. Please do not mail the CPS form to the Board, mail to your local DHR/Social Services office in the jurisdiction where you live.

2. **You must renew online before the close of September 30, 2018 to avoid an additional Reinstatement fee of $50.00.** You are urged to complete the Child Protective Services Background Clearance request form as early as possible, it can take up to 45 days for Board staff to receive the results. If your license expires on October 1, 2018 you may not practice as an RCYCP until you reinstate your application.

3. Complete the online renewal on a PC, laptop or desktop computer. Please do not use a smartphone or iPad.

4. **Payments will be accepted online via MasterCard or Visa, either credit or debit card. If you do not have a bank issued MasterCard or Visa you can mail in a check or money order to the Board, checks must be postmarked by September 30, 2018.**

5. **AUDITED CEUS** – The “Board” will conduct a random audit of ceus. Please keep your certificates until September 30, 2020.

Please Note: Complete the Residential Child and Youth Care Practitioner Renewal application all the way through the payment and retain a copy of the application and receipt as proof of completion for your records in case you are audited.
6. **NEW Licensees** – If your very 1st initial license with Residential Child Care Program Professionals Board was issued in 2016 you must renew by September 30, 2018.

7. **Please Note: Do not mail or email ceus.** The Seven Online Training modules will give you 18 of the required ceus. **If you completed your training modules in 2016 you can apply those toward your first renewal. First Aid and CPR are not accepted for ceu renewal, no exceptions.**

**Please Note:** If you are not renewing but need to “reinstate” a license starting October 1, 2018 **YOU CANNOT USE THE ONLINE RENEWAL SYSTEM.** You will need to download and complete the “Reinstatement Application” located on the Board’s website under Quick Links and then click forms to locate the application. Submit all required documents and fees as outlined in the application. Reinstatement application must be mailed with a check or money order for $100.00 to the following address: Residential Child Care Program Professionals, Attention: Reinstatement 4201 Patterson Avenue 5th Floor, Baltimore, Maryland 21215. The check or money order must be made payable to BCRCCYP. Cash is not accepted for any application.

If you have questions regarding the Online Renewal Payment application process, please contact Gwendolyn Joyner, Deputy Director by email at Gwendolyn.Joyner@maryland.gov.

Sincerely,

_Gwendolyn A. Joyner_
Deputy Director
Residential Child Care Program Professionals