

MARYLAND REGISTER

Proposed Action on Regulations

Transmittal Sheet PROPOSED OR REPROPOSED Actions on Regulations	Date Filed with AELR Committee	TO BE COMPLETED BY DSD
	11/13/2014	Date Filed with Division of State Documents
		Document Number
		Date of Publication in MD Register

1. Desired date of publication in Maryland Register: 12/26/2014

2. COMAR Codification

Title Subtitle Chapter Regulation

13A 14 08 01—.07

3. Name of Promulgating Authority

Maryland State Department of Education

4. Name of Regulations Coordinator

Charlene L Necessary

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410-767-0467

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5. Name of Person to Call About this Document

Angeline Bishop-Oshoko

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6. Check applicable items:

- New Regulations
- Amendments to Existing Regulations
 - Date when existing text was downloaded from COMAR online: June 18, 2014.
- Repeal of Existing Regulations
- Recodification
- Incorporation by Reference of Documents Requiring DSD Approval
- Reproposal of Substantively Different Text:

: Md. R
 (vol.) (issue) (page nos) (date)

Under Maryland Register docket no.: --P.

7. Is there emergency text which is identical to this proposal:

- Yes No

8. Incorporation by Reference

Check if applicable: Incorporation by Reference (IBR) approval form(s) attached and 18 copies of documents proposed for incorporation submitted to DSD. (Submit 18 paper copies of IBR document to DSD and one copy to AELR.)

9. Public Body - Open Meeting

- OPTIONAL - If promulgating authority is a public body, check to include a sentence in the Notice of Proposed Action that proposed action was considered at an open meeting held pursuant to State Government Article, §10-506(c), Annotated Code of Maryland.
- OPTIONAL - If promulgating authority is a public body, check to include a paragraph that final action will be considered at an open meeting.

10. Children's Environmental Health and Protection

Check if the system should send a copy of the proposal to the Children's Environmental Health and Protection Advisory Council.

11. Certificate of Authorized Officer

I certify that the attached document is in compliance with the Administrative Procedure Act. I also certify that the attached text has been approved for legality by Christle Sheppard-Southall, Assistant Attorney General, (telephone #410-767-7829) on September 30, 2014. A written copy of the approval is on file at this agency.

Name of Authorized Officer

Charlene L. Necessary

Title

Regulations Coordinator

Telephone No.

410-767-0467

Date

November 13, 2014

Title 13A
A STATE BOARD OF EDUCATION
Subtitle 14 CHILD AND FAMILY DAY CARE

13A.14.08 Child Care Training Approval

Authority: Family Law Article, §5-573, Annotated Code of Maryland

Notice of Proposed Action

[]

The State Superintendent of Schools proposes to amend COMAR 13A.14.08 Child Care Training Approval.

Statement of Purpose

The purpose of this action is to clarify certain: definitions of terms; requirements for applying for approval; criteria for maintaining approval status; and administrative responsibilities of approved trainers.

Comparison to Federal Standards

There is no corresponding federal standard to this proposed action.

Estimate of Economic Impact

The proposed action has no economic impact.

Economic Impact on Small Businesses

The proposed action has minimal or no economic impact on small businesses.

Impact on Individuals with Disabilities

The proposed action has no impact on individuals with disabilities.

Opportunity for Public Comment

Comments may be sent to Angeline Bishop-Oshoko, Manager, Child Care Credentialing Branch, Maryland State Department of Education, Division of Early Childhood Development, 200 W. Baltimore Street, Baltimore, Maryland 21201, or call 410-767-6916(TTY:410-333-6442), or email to angeline.bishop-oshoko@maryland.gov, or fax to 410-333-6226. Comments will be accepted through January 26, 2015. A public hearing has not been scheduled.

Economic Impact Statement Part C

A. Fiscal Year in which regulations will become effective: FY 2015

B. Does the budget for the fiscal year in which regulations become effective contain funds to implement the regulations?

Yes

C. If 'yes', state whether general, special (exact name), or federal funds will be used:

Federal

D. If 'no', identify the source(s) of funds necessary for implementation of these regulations:

E. If these regulations have no economic impact under Part A, indicate reason briefly:

These proposals clarify the requirements for becoming and remaining an approved child care trainer. The proposals do not involve any increase or decrease in agency revenues or expenditures, or result in any additional benefit or cost for any of the child care trainers or training organizations that are subject to these regulations.

F. If these regulations have minimal or no economic impact on small businesses under Part B, indicate the reason and attach small business worksheet.

These proposals do not require any expenditure on the part of any child care trainer or training organization, nor do they provide any revenue or other fiscal benefit for any such trainer or organization.

G. Small Business Worksheet:

Attached Document:

Title 13A STATE BOARD OF EDUCATION

Subtitle 14 CHILD AND FAMILY DAY CARE

Chapter 08 Child Care Training Approval

Authority: Family Law Article, [§5-573]§§5-551 and 5-573, Annotated Code of Maryland

.01 Scope.

A. This chapter governs the process by which an individual or organization may be approved to offer and conduct training required by COMAR 13A.15 [and 13A.16], *13A.16*, *13A.17*, and *13A.18*.

B. (text unchanged)

.02 Definitions.

A. (text unchanged)

B. Terms Defined.

(1) (text unchanged)

(2) "Applicant" means an individual or organization applying for or approved by the Office to offer training for family [day] *child* care providers and child care center staff.

(3)—(11) (text unchanged)

(12) "*On-line training*" means instruction delivered over the Internet.

[(12)](13) "Office" means the Office of Credentialing under the Office of Child Care, *Division of Early Childhood Development*, State Department of Education.

[(13)](14) (text unchanged)

[(14)](15) "Preservice training" means course work required at COMAR 13A.16.06 for *child care center* teachers and [child care center]directors.

[(15)](16)—[(16)](17) (text unchanged)

.03 Requirement to Be Approved.

A.—B. (text unchanged)

C. Preservice training shall be offered only by:

(1) (text unchanged)

(2) An organization or individual approved to offer core of knowledge training by the Office.

D.—F. (text unchanged)

.04 Application for Approval.

A. Initial Application. An organization or individual that is not currently approved to provide training to child care providers in Maryland shall:

(1) File with the Office a written application, on a form provided by the Office, and all required information, including:

(a) A completed workshop proposal form, [supplied] provided by the Office, for each workshop to be offered;

(b) A detailed plan of instruction, which includes:

(i) (text unchanged)

(ii) A course syllabus or [workshop] training outline that includes time frames for topics covered;

(iii)—(vi) (text unchanged)

(c)—(e) (text unchanged)

(f) Documentation that each trainer meets the requirements of Regulation [.07] .05 of this chapter;

(g)—(h) (text unchanged)

(2) Attend an orientation session offered by the Office to become acquainted with this Chapter before submitting an initial application;

(3)—(5) (text unchanged)

B. (text unchanged)

C. Response of the Office.

(1)—(2) (text unchanged)

(3) If the Office denies an application [under §C(1) and (2)] pursuant to §C(2)(b) of this regulation, the Office shall notify the applicant in writing of the denial stating:

(a)—(d) (text unchanged)

.05 Trainer Requirements.

A. Each individual or organization applying to offer preservice or core of knowledge training shall have:

(1) Attained [an associate's,]a bachelor's, master's, or doctoral degree from an accredited college or university in:

(a)—(h) (text unchanged)

(2)—(4) (text unchanged)

B. Each individual or organization applying to offer continued training shall have at least one of the following:

(1)—(4) (text unchanged)

C. (text unchanged)

D. Each individual, including an individual who provides training for an organization, who becomes approved to offer preservice, continued, or core of knowledge training shall [document completion, within the initial 4-year period of approval and each subsequent 4-year period of approval, 12 clock hours of approved training related to:

(1) The training of adults; or

(2) The discipline for which the individual is approved.];

(1) Attend at least 2 quarterly training meetings, held by the Office, per year; and

(2) Document completion, within the initial 4-year period of approval and each subsequent 4-year period of approval, 24 clock hours of approved training related to:

(a) The training of adults; or

(b) The discipline for which the individual is approved.

E. (text unchanged)

F. Each individual contracted by an organization to provide training shall submit proof of meeting the requirements of this Regulation .05.

.06 Conflict of Interest.

A. If an approved trainer provides training *exclusively* to a coworker that the coworker intends to use to satisfy applicable staff training requirements under COMAR 13A.16, the trainer shall notify the coworker that the training may not count toward satisfaction of those requirements.

B. If the trainer is an employee of a child care center, the trainer may not provide training *exclusively* for the staff of that center.

.07 Administrative Responsibilities.

An approved individual or organization shall:

A.—C. (text unchanged)

D. [Provide to the Office a quarterly report of training activities on a form supplied by the Office, which includes for each workshop or course the:

(1) Title;

(2) Date of presentation; and

(3) Name of each individual who attended.] *Submit by the 15th of January, April, July, and October of each year of approval, on a form provided by the Office, a report of all training activities conducted during the previous three months.*

E. (text unchanged)

Lillian M. Lowery, Ed.D.
State Superintendent of Schools