

## LICENSING COORDINATOR

AVAILABILITY REQUIREMENT: The busiest time of year for this job is July, August, and September (before the school year starts, and early fall) when the fingerprinting event is held and forms need to be completed for the Office of Child Care. The Licensing Coordinator must be available during this time to coordinate the Fingerprinting Event and submit forms. During the rest of the school year, the Licensing Coordinator should be able to check email frequently and respond promptly to emails.

### GENERAL RESPONSIBILITIES

1. Work with the President to Complete all paperwork for renewal of the school's license with MSDE. *Look for paperwork to arrive in the mail late October/early November. It must be completed and submitted by December 31 (every other year).*
2. Work with the President to fill out any necessary forms (usually from various state departments).

### FINGERPRINT COORDINATING

1. Use the Membership directory and the Fingerprinting spreadsheet to determine how many families will need to be fingerprinted and notarized and if there are any families that need updated notarized Release of Information forms (if it's been more than three years).
2. Work with the board to determine if a Fingerprinting and Notarization event is needed for any new members. This has been held in August in the past and needs to be before the start of the new school year.
  - a. If an event is needed, work with the Vice President to reserve a space and contact a Fingerprinting agency and Notary to attend (We have used FYI Fingerprinting for this in the past).
  - b. If a new member has lived outside of Maryland in the past five years, contact the Licensing Specialist at the Office of Child Care to determine what additional steps may be needed
  - c. Attend and facilitate the event.
3. Update the Fingerprinting and Notarization instructions with any pertinent names and dates. Share the Fingerprinting and Notarization instructions with families.
4. In the Fall, work with the President to complete form OCC 1203 which includes names of all people who are co-oping and have received background checks and completed Release of Information forms. Submit to the Office of Child Care Licensing Coordinator
5. Throughout the year, if you are notified that a new family is enrolling in the school, go through the steps to ensure they have received their background check and notarization before their first



co-op day.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of all receipts for all disbursement made on behalf of the school.

Revisions: 03/2023 EL