



State of Maryland Executive Department

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Martin O'Malley  
Governor

Anthony Brown  
Lieutenant Governor

Anne Sheridan  
Executive Director

**Protocol for Approving Board of Directors Training  
April 27, 2009**

1. Residential Child Care programs may use either a commercial training program or their own curriculum to train members of their Board of Directors.
2. Programs will use the Board Training Checklist to perform a self-assessment of the training to be used.
3. The completed checklist and the training curriculum will be submitted to the Governor's Office for Children (GOC).
4. Within 60 days of receipt, GOC will review the curriculum for consistency with the self-assessment.
5. If there are no discrepancies, GOC will recommend approval to the Interagency Licensing Committee (ILC).
6. If there are discrepancies, GOC will notify the provider in writing requesting additional information on missing components.
7. The provider shall have 2 weeks to provide the additional information.
8. Once all components are deemed to be included, GOC will recommend approval to the ILC.
9. Once a commercial training program has been approved by the ILC, it may be used by any provider without having to submit a self-assessment and curriculum.
10. A list of all approved commercial training programs will be posted on the GOC website.
11. The provider must have each board member sign an attestation that they have been trained. These documents must be kept on record for review by the licensing agency.