

Counseling Staff

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Counseling Communication

Counseling Office Phone Number: 240-236-8214

FOF: www.fcps.org under Quick Links, click on FindOutFirst Email & Text to create an account

NAVIANCE: <https://student.naviance.com/gtjh>

Enter your student ID number as the username and your password is student created.

SCHOOLGY GROUPS

Schoolgy Group for School Wide School Counseling Updates Access Code= **5QBK-CPFG-2Z5FX**

Senior Class 2020 Access Code= **ZTHG-FQKV-9SRVV**

Junior Class 2021 Access Code= **QFQM-GD2P-89VZM**

Sophomore Class 2022 Access Code= **C445-BGS9-N73D9**

Freshman Class 2023 Access Code= **FVFC-G7G2-DKW7B**

Rising Freshman Class 2024 Access Code= **56RF-KKVQ-F2TG2**

Twitter: @TJCounselorFCPS

Feel free to email, message us on Schoology, or call and leave a message. We will do our best to respond to you within one business day.

Need Help?

Child Protective Services (CPS)	301-600-2464
Crisis Services:	Dial 211
Maryland Anonymous Tip Line:	1-833-632-7233
Suicide Prevention Hotline:	1-800-273-8255

Counseling Office Services

ALL Transcript Requests: contact Cindy Holley, Registrar, at cynthia.holley@fcps.org

Stay tuned into SCHOOLGY daily for important announcements and information updates! We know you have a lot of questions regarding grades, tutoring, graduation, sports, and many other issues. We are working hard to gather information and find answers for all your questions. Look for updates daily!

TRANSCRIPTS

\$2.00 for each hard copy request of an OFFICIAL transcript

Please allow **24 hours notice for transcript only request**; see Ms. Holley in the Counseling Office.

There is no charge if requesting an **electronic transcript** through NAVIANCE.

College Admission Testing – ACT/SAT Test Dates

2020-21 SAT TEST DATES AND REGISTRATION DEADLINES

CEEB/ETS High School Code: **210535**

The College Board has cancelled the June 6, 2020 testing date. If it is safe from a public health standpoint, they will provide weekend SAT administrations every month through the end of the calendar year, beginning in August. This includes a new administration in September and the previously scheduled tests on August 29, October 3, November 7, and December 5.

Students can register for these administrations starting in May. College Board will contact students directly when they have determined an exact date.

All SAT testing dates listed above are Saturdays. Learn more, register and get free practice at <https://collegeboard.org/sat>

ACT Registration Dates 2019-20

Register at www.act.org

CEEB/ETS High School code: **210535**

Test Date	Registration Deadline	Late Registration
July 18, 2020	June 19, 2020	June 26, 2020

ACT Prep

FREE Study Guide available on app

NEW ACT Rapid Review On Demand \$40, Live \$75, All Access \$99 www.act.org

SAT PREP – College Board

FREE SAT Prep through the daily practice app <https://collegereadiness.collegeboard.org/sat>

FREE practice that is personalized, official, interactive, and instant <https://www.khanacademy.org/sat>

March2Success is a free SAT/ACT prep program that is available for all students from age 13 – 18 years old. It is sponsored by the U.S. Army's Community Outreach program and is not a recruitment tool. To enroll, go to March2Success.com and click "Register". You have 180 days of free access to practice tests and study guides.

Frederick Community College SAT Preparation Classes

Frederick Community College offers SAT Review classes for both Verbal and Math Skills. Fee for each class is \$149. Classes fill quickly due to the low student to teacher ratio. For more information, go to: https://frederick.augusoft.net/index.cfm?method=ClassListing.ClassListingDisplay&int_category_id=7&int_sub_category_id=34&int_catalog_id

Sylvan Learning SAT/ACT Resources

SAT/ACT Diagnostic Test - a full length SAT/ACT test offered FREE of charge! This includes the three-hour test and an in depth analysis of the test report with one of their directors. No obligations. Students can use this opportunity to gain practice taking the test, learn where their strengths are, and identify those areas they need to improve.

*With the **Sylvan Prep Boot Camp**, students get:*

skills and strategies needed to score high on the SAT

overview of content before the actual exam

expert instruction by credentialed teachers in a small setting (6:1)

Registration is under way and seats are limited, so call today! Only \$125 for the class which includes all materials. All boot camps are held from 9-12 pm Saturday before a scheduled SAT test. 301.662.2727 slcfdk@traed.com

www.sylvanlearning.com

SAT/ACT Prep

Preparation courses are offered by Dr. Martha Gagnon and her staff at various locations in the area. For more information about the course, locations, and price, go to: <https://marthagagnon.com/>

General Information

FCPS, The Academy for the Fine Arts (AFA)

Offers FCPS students in grades 10 - 12, the opportunity to take advanced courses in the visual and performing arts right here at Governor Thomas Johnson High School. Advanced courses in dance, music, theatre, and the visual arts are taught at a college level with an intense curriculum to challenge and engage students. For more information, click on the following link: <https://www.fcpsartsacademy.org/visit-the-afa.html>

FCPS, Career and Technology Center (CTC)

Students who applied to the Career and Technology Center (CTC) for the 2020-2021 school year: CTC Notification letters were mailed on Monday, April 27 to all students who submitted an application.

This is the time of year when CTC typically opens up their 2nd round of shadowing for programs that have seats available. Due to the current situation, because there is no shadowing, submitting an online application is the only step a student needs to take. Students can go to their website (www.careertech.net) and submit their online application, the link is prominent on their homepage. **The online application is live now and ready to go!!** Applications during the 2nd round are considered on a first come-first serve basis and are processed in the order in which they are received.

All programs have been filled with active wait lists with the exception of those listed below.

We have available seats in the following programs (students may submit an online application for):

Adv Floral Design
Agribusiness
Digital Design & Printing Methods/DDPM
Environmental Landscape Design
Teacher Academy

Open for Wait list ONLY (students may submit an online application for a wait list spot only):

Auto Body
Auto Tech

FCPS, SY 2020-2021 VIRTUAL SCHOOL LEARNING FOR HIGH SCHOOL CREDIT

The FCPS Frederick County Virtual School (FCVS) oversees virtual courses for high school credit.

Virtual Outside of School (VOS)

VOS is designed for students who are independent, self-motivated learners. It offers fall and spring honors and elective courses for grade improvement or original credit.

Students must be currently enrolled and entering 9th-12th grade with consistent access to a computer device and high-speed internet. Students should expect to work independently 8-10 hours/week.

Face-to-face required sessions may be replaced by video conferencing pending social distancing protocols.

Find details and registration materials at <https://education.fcps.org/fcvs/> by selecting "School Year Learning Options."

Do not delay! Enrollment is limited. Email completed forms to your School Counselor

FCC Admissions and Class Schedules

<https://www.frederick.edu/class-schedules.aspx>

FCC STEM Scholars Program

This program provides students who have academic talent and financial need with additional support while they pursue their STEM-related academic and career goals on a full-time basis. STEM Scholars is designed to serve students with little or no prior college-level experience. The competitive scholarship program offers participants up to \$13,000 in financial aid, as well as the training and mentoring needed to be successful in their STEM programs and prepares students to transition to the next stage of their educational and career pathways. The program will consist of three cohorts of ten students starting in Fall 2020, Fall 2021, and Fall 2022. FCC STEM Scholars is funded by a grant from the National Science Foundation (NSF).

Go to: [FCC Stem Scholars](#) for more information and to apply. **Deadline extended to July 15th!**

FCC Summer Programs for Kids and Teens

Youth Programs at Frederick Community College

Kids and Teens on Campus

Now accepting registrations for week-long morning and afternoon programs.

Explore science, cooking, creative arts, music, technology, outdoor fun and more.

Be sure to register early, as popular programs fill quickly!

<https://apps.frederick.edu/Flipbook/YouthSummer2020/index.html>

Phone: 301-846-2661

Email: youthprograms@frederick.edu

Johns Hopkins University - Engineering Innovation:

Given the current COVID-19 situation, Johns Hopkins University has made the difficult decision to cancel all in-person classes through June 30th. Because of this, Engineering Innovation will not be offered this summer. This action was not taken lightly but was executed to ensure the health and safety of our students, staff, and their families.

Students who will have completed a year of both biology and a year of physics, prior to the start of the program, are encouraged to enroll in **our fully online course** for high school students, [Biomedical Engineering Innovation](#) (BMEI). Students who earn an A or B in the course will receive three (3) college credits from Johns Hopkins University.

BMEI introduces biomedical engineering to high school students by (1) modeling biological systems and designing experiments to test those models and (2) introducing engineering principles to solve design problems that are biological, physiological, and/or medical.

[Academic pre-requisites](#) are:

- Have As and Bs in their high school math and science classes
- Successfully completed Algebra II
- Successfully completed a course where the trigonometric functions are taught. To meet the trigonometry prerequisite students, must be able to use the trigonometric functions and be comfortable applying the laws of sines and cosines to non-right angle triangles.
- Successfully completed Physics and Biology

BMEI will be offered during the following sessions:

- Summer 2020 10-week (May 26 to July 31, 2020)
- Summer 2020 Term 1 (June 1 to July 3, 2020)
- Summer 2020 Term 2 (June 22 to July 31, 2020)
- Fall 2020 (August 31 to December 7, 2020)

You will find more information about this course on our website: <https://ei.jhu.edu/biomed/>.

In times like these the Engineering Innovation Team is thankful for the wonderful people who work tirelessly to provide an opportunity for high school students to explore the field of engineering. We are disappointed that we will not meet you as an Engineering Innovation student this summer and look forward to your participation in Biomedical Engineering Innovation this year or in Engineering Innovation 2021.

Until then, be well.

Sincerely,
The Engineering Innovation Team

Mount St. Mary's University Summer Programs

Mount St. Mary's University is offering a variety of summer offerings perfect for rising and current high school seniors who wish to begin earning credits from an accredited four-year university. Our regional accreditation ensures that Mount courses will transfer to any university across the United States. The courses, offered remotely, include options in humanities, business and STEM. Last, and perhaps most important, students can take a three credit course for \$550.00 during Summer, 2020. We are offering this special pricing to support high school students and their families who may be experiencing financial hardship as a result of the pandemic. <https://msmary.edu/admissions/summer-courses.html>

NJROTC

Founded in 1916, the JROTC program hosts over 500,000 students in over 3,500 units across the country. Representing all branches of service, the mission is to instill the values of citizenship, service to the United States, personal responsibility and a sense of accomplishment. To fulfill this mission, **Patriot** NJROTC combines academic classwork, extracurricular activities, and competitive teams. For more information, click on the following link: <http://patriotnjrotc.com/>

New Website for College-bound Students with Disabilities A new website - <http://www.going-to-college.org> has been developed to help high school students learn about living college life with a disability. The site provides video clips, activities, and resources that can help students get a head start in planning for college. Video interviews with college students with disabilities offer a way to hear first-hand from students with disabilities who have been successful. Modules include activities that will help students explore more about themselves, learn what to expect from college, and equip them with important considerations and tasks to complete when planning for college.

USNA

US Naval Academy Preliminary Application Website Open for CLASS OF 2021 - RISING SENIORS

The preliminary application for admission to the Class of 2025 through the Academy's Admissions website is open at <https://www.usna.edu/Admissions/>. USNA conducts a rolling admissions process, and therefore, completing your application early is highly encouraged. Please know, however, your preliminary application must be submitted by December 31, 2020.

Although USNA has reduced or postponed external outreach efforts due to current public health concerns associated with the spread of Coronavirus (COVID-19), please know that the Office of Admissions remains fully operational. We have posted a [Naval Academy Admissions Brief](#) on YouTube for students, parents and educators to familiarize themselves with our admissions process. All counselors are available to conduct virtual visits and attend virtual college fairs as requested.

Stay connected in the meantime through the Admissions website at <https://www.usna.edu/Admissions/> and social media sites on [Facebook](#), [Instagram](#), and [Twitter](#) for updates. Additionally, staff is available daily via live chat from the "Contact Us" chat widget on the USNA Admissions website.

COLLEGE FAIRS

Check out the latest fair near you at: <https://www.nacacfairs.org/>

National Association for College Admissions Counseling (NACAC)

Coronavirus Update Information <https://nacacnet.org/college-admission-status-coronavirus>

NACAC's College Admission Status Update is a central resource of information about changes in college admission as a result of the coronavirus outbreak. The website currently includes information provided to NACAC by colleges and universities worldwide. You'll find information on each institution's plans and policies for admission events; for consideration of high school transcripts and standardized test scores; for decision and deposit dates; for summer and fall semester plans; and more.

2020 College Admissions Summer Bootcamp

Attention: Rising high school sophomores, juniors and seniors and their parents:

Take the stress out of the college search process with the **2020 College Admissions Summer Bootcamp!**

Register now for a 3-day college search workshop: www.myecap.org

Student Session: Monday-Wednesday, July 13-15, 10-4 PM

Parent Session: Monday, July 13, 6:30-8 PM

Hosted at Hood College

[See the flyer](#)

[See the brochure](#)

Email: myecap@gmail.com

SCHOLARSHIPS/FINANCIAL AID

FCPS PROVIDES SCHOLARSHIP INFORMATION AS A RESOURCE ONLY AND DOES NOT ENDORSE ANY SPONSOR OF ANY PARTICULAR SCHOLARSHIP PROGRAM

Government & Financial Aid Information

Government & Financial Aid Information

www.finaid.org/nasfaa public information page

www.ed.gov general government information

www.ed.gov/directloan government loan information

www.fafsa.ed.gov "Free Application for Federal Student Aid"

www.mhec.state.md.us Maryland State Scholarship information

Scholarship & Loan Information

www.asa.org American Student Assistance

www.collegenet.com College Net & scholarship information

www.uncf.org United Negro College Fund

www.collegescholarships.com scholarship search

www.scholarshipsearch.com scholarship search

www.fastweb.com scholarship search

www.gocollege.com scholarship search

www.scholarships.com scholarship search

<https://www.scholarsnapp.org> scholarship search

www.meritaid.com scholarship search

www.college-scholarships.com scholarship search

www.chegg.com/scholarships scholarship search

www.scholarshipexperts.com scholarship search

www.collegeanswer.com scholarship search

www.latinocollegedollars.org scholarship search

www.salliemae.com loan information

<https://www.hsf.net/> National Hispanic Fund Scholarships

OTHER SCHOLARSHIPS- for NEW additions

Go to: <https://student.naviance.com/gtjh>

Click on **Colleges tab**, then **Scholarships and Money** and finally **Scholarship List** for additional information

Maryland Tuition Waiver for Unaccompanied Homeless Youth

http://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_homelessyouth.aspx

<https://fcps.ezcommunicator.net/edu/frederick/upload/52/5924.pdf> **Veterans Information**

www.va.gov veterans information

FCC Foundation Scholarships

Beginning April 1, 2020, seniors may start applying for FCC Foundation scholarships for the fall 2020 semester. The application will be open through **June 30, 2020.**

Students will be asked to complete one general application which will identify any scholarships they may be qualified to receive.

Students will be notified of awards in July. To accept the award, they will be asked to complete and turn in a thank you note prior to the award being made available in their student account. In order to expedite this process, a PerfectForm thank you note will be available for students to prepare, sign, and submit online.

Students can only apply online. No paper applications will be accepted.

Students can upload transcripts (official or unofficial), letters of recommendation, and other required documents directly into the system. GTJHS students who need digital copies of these items should e-mail Ms. Gaudaen at Amy.Gaudaen@fcps.org.

To apply, students will need an FCC student ID number, FCC email address, and password. If you do not already have an ID number/e-mail address/password you must first apply to FCC online at <https://www.frederick.edu/admissions/credit-application.aspx> to get this information. You may then fill out the scholarship application.

To complete the scholarship application process:

1. Go to: <https://frederick.academicworks.com/>
2. Click "Sign In" in the upper right-hand corner of your screen to begin.
3. Complete and submit the General Application.
4. Click on and complete any Special Scholarship Applications not covered by the General Scholarship

Report Card Dates

Report Card**

End of Term	Report Card Distribution
June 10	June 25

**** Dates are subject to change.**

RESOURCES

211

WHAT IS 2-1-1?

2-1-1 is a quick and easy way to find information and get referrals for thousands of programs and services across Maryland.

WHO SHOULD CALL? Anyone of any age can call 2-1-1 at any time. 2-1-1 call specialists are trained to assist people dealing with all kinds of challenges including housing, utility shutoffs, family crisis, financial, legal, employment, and other problems.

2-1-1 is available 24 hours a day, 365 days a year in over 180 languages. 2-1-1 is also accessible for the deaf and hard of hearing through Maryland Relay (dial 7-1-1).

DOES IT COST ANYTHING? 2-1-1 services are free. Your telephone provider's long-distance rates may apply if you are calling one of our local numbers from out of the area. If you are calling from a cell phone, air time and other cell phone charges may apply. If you or a loved one need help or support, pick up the phone and dial 2-1-1 today.

Comcast Internet is providing a low cost high speed internet service to families that have a financial need. To qualify for the program families must:

- Have at least one child who qualifies for the National School Lunch Program (NSLP) or can provide documentation outlined in the 'Acceptable Eligibility Documentation' section.
- Not have outstanding debt to Comcast that is less than a year old. Families with outstanding debt more than one year old may still be eligible.
- Live in an area where Comcast Internet service is available but have not subscribed to Comcast Internet service within the last 90 days, where applicable.

If you are interested in learning more about this service you can visit <https://www.internetessentials.com/> or call 1-855-8468376.

Crisis Hotline Online Chat Feature

The Crisis Hotline has a new online chat feature specifically geared towards teens. It is available Monday-Friday from 4-9 p.m. The chat is designed to help students whether it is for a crisis, suicide prevention, or just a safe place to vent. Check it out at www.help4MDyouth.org

FindOutFirst

Would you like to receive notification/updates right at your computer about what's happening at GTJHS? All parents (and high school students) have accounts already uploaded with the email address we have on file in eSchool. Go to www.fcps.org/fof and log in to select news groups and add your mobile phone number if you want to get emergency-closing texts. Parents not able to access your FOF account should make sure to provide your current email address to us for eSchool. FOF uploads addresses from eSchool nightly. FOF uses students' FCPS-issued email addresses.

Frederick County Youth Action Corps (YAC): The Frederick County YAC promotes youth service and leadership, and encourages youth to make a difference in the community. YAC is a group of dedicated middle and high school youth who are committed to service in the county. The group works closely with Volunteer Frederick, the local Volunteer Center, to help coordinate and participate in local service projects. The YAC Leadership Team meets monthly to identify community needs, then design and implement service learning projects to meet those needs. If you are interested in learning more about the YAC, please contact Stacey, Ali, or Keila at Volunteer Frederick – 301-663-5214, Ext. 2 or email YAC@volunteerfrederick.org

Grades Online

Check out your student's grades online at www.fcps.org and click on Grades Online. All students received a letter at the beginning of the school year stating their respective username and password. Parents: Can't remember your personalized login and password? Call the Counseling Office at 240-236-8204.

Maryland Job Service: The MD Job Service, part of the Dept. of Labor, Licensing & Regulation (DLLR), connects businesses and job seekers with a complete range of employment services offered on the internet or at locations statewide at no cost. For more information, go to www.dllr.state.md.us

Mental Health Association of Frederick County

Our world has shifted dramatically over the past few weeks. Students and family members who are experiencing difficulty may wish to contact the Frederick County Mental Health Association. (MHA)

The MHA's Call Center is available 24 hours a day, 7 days a week. From intervention, a caring and supporting voice at a moment of crisis, to connecting you to resources and information, **dial 211**.

With the physical facility closed, **MHA's Walk-in Behavioral Health Services has moved to an online telehealth platform**. The program, and the services it provides, remains the same in all other aspects; and will still provide comprehensive safety/wellness planning, resource information, and referrals as appropriate.

To access: Go to www.fcmha.org and click on the yellow banner at the top to access an intake form for the service. After completing and submitting the form, information to access the platform will be provided. This can be accessed via computer, tablet, or smartphone (must have access to internet/cellular data)

Mental Health Association of Frederick County

www.fcmha.org

The Mental Health Association of Frederick County builds a strong foundation of emotional wellness for our community by: Preparing Resilient Children, Supporting Vulnerable Families and Facing Crises Together.

The Virtual Walk-in Behavioral Health Service is operational Monday - Friday from 10 AM - 10 PM and Saturday and Sunday from 10 AM - 6 PM.

Help is available, if you or a loved one, friend or neighbor is hurting please seek help.

MVA Forms

The MVA is now open and we are getting an increased number of questions regarding the required forms needed. Below are the details you need.

Any student applying for their learner's permit from the MVA needs to have their Verification of Identity and/or School Attendance form filled out.

Go to <https://mva.maryland.gov/Documents/DL-300.pdf>, print the form, fill out the top portion, sign (both the student and a parent), scan and email to Marcia Tessier, marcia.tessier@fcps.org

Ms. Tessier will fill out the bottom portion of the form and mail it to you in a sealed envelope (we can also arrange for a pick up time from school if needed).

The envelope must be sealed with the label covering the flap when you present it to the MVA.

Please email Ms. Tessier with any questions, marcia.tessier@fcps.org

NAVIANCE

A web-based resource for staff, students, and parents that encourages and supports post high school career and college planning. The student side of the system and is linked with Naviance Succeed, the counselor's system.

How can it be used?

- Career Planning: Learning Style Inventory, Interest Inventory, Personality Inventory, Resume Building
- College Planning: College Search, Application Process, College Major Exploration, Scholarship/Financial Aid
- Resources • Success Planning: Personalized Goals and Tasks, Journal Entries, Student Planner, Shared Documents. Go to the following website: <http://student.naviance.com/gtjh>
- Username: Student ID #
- Password: Student created

National Suicide Prevention Lifeline - 1-800-273-TALK

NCAA ELIGIBILITY CENTER


Any student-athlete interested in playing at the Division 1 or 2 level must be determined to be eligible by the NCAA to participate. www.eligibilitycenter.org. The student-athlete must log in using his/her NCAA ID or SSN and PIN.

Runaway Child Prevention - Resources for Parents

Over the past 6 weeks, the Frederick Police Department (FPD) has investigated multiple reports of missing juvenile females. A common thread in these cases is that the missing girl leaves home without permission for several days to see a friend, and attempts to keep her location a secret. These cases are assigned to detectives, who attempt to track down the missing person through various investigative techniques.

It is likely that social distancing can be hard for teens who feel cut off from friends, and as a result, they may feel sad, depressed, hopeless, nervous, or angry. Please see the links below for signs that your teen may need help, as well as suggestions on how you can stay engaged with your child's social life and promote emotional well-being during the pandemic:

<https://www.parenteenconnect.org/learn-more/>

	<p>Learn More Parent Resources ParenTeen Connect</p> <p>www.parenteenconnect.org</p> <p>Meet the brains behind ParenTeen Connect and explore additional parent resources on raising teenagers. ParenTeen Connect seeks to normalize the challenges that come with raising teens through interviews with real families—they're here to show you that you're not the only ones struggling.</p>
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<https://www.healthychildren.org/English/health-issues/conditions/chest-lungs/Pages/Teens-and-COVID-19.aspx>

<https://www.missingkids.org/theissues/runaways>

The National Center for Missing & Exploited Children intakes reports about missing children, younger than 18 years of age, who have run away from a parent, guardian or state care facility. The risk factors for running away from home or state care are multifaceted, and there is no typical runaway.

For additional resources, parents can call the FPD Victim Services Unit at 301-600-1356, or the Mental Health Association of Frederick County hotline at 2-1-1 to speak with a crisis counselor for support, 24/7.

Information Contact: Sgt. Matt Carrado - 301-600-2104

Selective Service Registration

A reminder that under federal law, men living in the U.S., citizen and non-citizens alike, are required by law to register with Selective Service at 18 years old.

Men who register with Selective Service remain eligible for federal student financial aid, state-funded student financial aid, federal employment, state employment, job training under the Workforce Innovation and Opportunity Act, security clearances, and U.S. citizenship for immigrant men. For more information, see [Why Register](#). Selective Service accepts early registrations as young as 17 years and 3 months.

The Selective Service System has not now, or in the past, collected or shared any information which would indicate a man's immigration status, either documented or undocumented. Students can register on-line at www.sss.gov

Underage Drinking and Drug Use

To report any underage party where alcohol or drugs may be served to youth under 21 years of age, please call the Party Tip Hotline at 301-600-1318. Your tip is confidential. You may save the life of a friend or child you love. This message is part of the Frederick County Teen Safe Driving Initiative and the Combating Underage Drinking Program.

Work Permits: Schools are no longer issuing officers of work permits.

<https://www.dllr.state.md.us/labor/wages/empm.shtml>

- Work permits are required for all minors under the age of 18 to work in the State of Maryland. Click here for application: <https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx>
- Work permits are not issued to minors under the age of 14. (Unless the child is a model, performer or entertainer with a [special permit \(Word\)](#); en español ([Solicitud para permiso especial de trabajo\(Word\)](#)). Special permits are issued only by the Commissioner's Office.)
- Work permits are issued by the Division of Labor and Industry.
- Work permits are not issued until the minor has been offered a job.
- If the minor changes jobs, a new work permit must be obtained.
- Employers are strongly encouraged to keep work permits on file for three years.

DISCLAIMER: Notice to any user of the provided information above. GTJHS shall have no liability for the accuracy of the information and cannot be held liable for any third-party claims or losses. GTJHS, may at any time, revise the information without notice and makes no commitment to update this information.