

# Educator Licensure Renewal Requirements

Educator Certification and Program  
Approval

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# Renewal of a Professional License

- The Initial Professional, Professional, and Advanced Professional licenses may be renewed
- Renewal refers to the **extension of the validity period of an existing license**
- A **professional license holder is responsible for initiating the renewal process** prior to the expiration of the license through The Educator Application and Certification Hub (TEACH)
- If the license holder is not able to complete the renewal requirements prior to expiration, they may **apply for a reinstatement** of the expired license when the requirements are met
- Professional license holders **employed by a Maryland school district, Maryland-operated school, or nonpublic special education program must work with their employer** to determine if there is additional documentation required by the employer or a specific process in place when renewing a license

# Individualized Professional Development Plan

- An Individualized Professional Development Plan (IPDP) is developed at the issuance of every professional license
- MSDE will provide the IPDP form, which may be customized by LEAs/nonpublic schools
- Approved by a supervisor, or designee, if the license holder is employed with a Maryland LEA, nonpublic special education program, or State-operated school
- Requires the license holder to complete professional development in specific areas:
  - Content or pedagogy related to an area on the educator's license
  - English as a Second Language, Sheltered English, or Bilingual Education
  - Strategies for teaching students with disabilities, or differentiated instruction for students with diverse learning needs
  - Culturally responsive teaching or diverse student identities in education
- National Board Certification may be achieved in lieu of completing professional development points

# Individualized Professional Development Plan

- The completed (and signed if employed in a Maryland district, Maryland-operated school, or nonpublic special education program) IPDP is **uploaded in the TEACH renewal application** along with supporting documentation
- **Supporting documentation demonstrates the completion of the professional development activities** listed on the IPDP Professional Development Activity Log
- **A statement**, signed under the penalty of perjury, **that the license holder has completed the requirements** listed on the IPDP is **required at renewal**
- MSDE will **randomly audit renewal applications** to ensure that sufficient documentation is provided

# Professional Development Points (PDPs)

- 90 Professional Development Points (i.e., 90 clock hours) required to renew a professional license (every five years)
- **Flexible** earning options:
  - **College credit**, earned or taught, at an accredited institution of higher education
  - **Continuing professional development (CPD) credits**, earned or taught, approved by the Department
  - **Continuing education units (CEUs)** from an accredited International Association for Continuing Education and Training provider or approved by another Maryland State agency for purposes of licensure
  - Professional conference
  - Curriculum development
  - Publication of a book or article
  - Mentorship
  - Micro-credentials
  - **Professional development activity** approved by the Department, Maryland Local School System, State Agency, Maryland-approved **nonpublic school**, or another state department of education
  - Occupational experience (Professional and Technical Education/Specialized Areas for Fine Arts only)

# Area Specific Renewal Requirements

- Blind/Visually Impaired endorsement holders must present **15 PDPs in braille maintenance**
- School Counselors must present one semester hour of coursework from an institution of higher education, **one Department-approved continuing professional development credit, or an equivalent number of continuing education units that addresses all of the following:**
  - Depression;
  - Trauma;
  - Violence;
  - Youth suicide;
  - Substance abuse; and
  - The identification of professional resources and best practices for distributing resources to parents or guardians to help students in crisis
- Administrator I/II endorsement holders who are **employed** in a Maryland district, Maryland-operated school, or nonpublic special education facility and **assigned in an administrator or supervisor position** must complete PDPs (no minimum number identified) that include
  - Strategies for increasing teacher retention
  - Strategies for developing and facilitating teacher leadership

# Science of Reading

## Demonstration of proficiency in providing reading instruction aligned to the science of reading

- Beginning in July 2025, license holders who are employed in a Maryland LEA, nonpublic special education program, or State-operated school in a position that requires a license in early childhood, elementary, special education, or ESOL will be required to submit one of the following at renewal:
  - Passing score on a reading instruction test approved by the State Board of Education
  - Coursework or professional learning approved by MSDE
  - Attestation of proficiency through observation completed by an MSDE-recognized assessor
  - Training provided by the MSDE in the science of reading
- License holders who demonstrated proficiency at initial licensure have already met this requirement
- Demonstration of proficiency will be noted on the educator's license

# Transition Policies: Renewal

- Renewal of a Historic Certificate:
  - Those educators who hold an active historic certificate may submit the renewal requirements as outlined in the new regulations or **may choose to submit the renewal requirements that were in place when the certificate was issued.**
  - If the certificate holder chooses to submit the prior renewal requirements, you must present **six acceptable credits**, which are defined as follows:
    - Earned or taught at an institution of higher education or through MSDE-approved Continuing Professional Development (CPD) courses; and
    - Related to public school education; and
    - Earned within the validity period of the historic certificate; and
    - Earned in reading coursework if not already completed.
- When the historic certificate is renewed, it will be transferred to a **comparable license**, at which point the educator must complete the renewal requirements outlined in this document.



# Transition Policies: Renewal

- Grace period at renewal:
  - Employees of local education agencies, State-operated schools, and nonpublic special education programs may have a 90-day grace period to submit renewal documentation during the 2024-2025 school year
  - All requirements must be completed prior to expiration. Only the documentation may be submitted up to 90 days past the expiration date of the certificate
  - Beginning in the 2025-2026 school year, renewal applications, including supporting documentation, must be submitted by the expiration date on the license

# Certificate to License

Historic Certificate	Comparable License
Professional Eligibility Certificate (PEC)	Initial Professional License (IPL)
Standard Professional Certificate I (SPC I)	Initial Professional License (IPL)
Standard Professional Certificate II (SPC II)	Professional License (PL)
Advanced Professional Certificate (APC)	Advanced Professional License (APL)

## Where can I find help?

- Teachers **employed** in a Maryland local education agency, Maryland-operated school, or nonpublic special education school **should contact their employer's licensure office/point of contact** for assistance
- The **MSDE licensure office is available to answer questions** by email at [certinfo.msde@maryland.gov](mailto:certinfo.msde@maryland.gov) Monday through Friday between 8:00 a.m. and 4:30 p.m.