Certification 101- Nonpublic School Programs

Technical Assistance for Non-Public Certification Points of Contact

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OBJECTIVES

- Review POC Expectations
- Explore Routes to Certification
- Identify Renewal and Reinstatement Requirements
- Identify Endorsement Requirements
- Review Reading and Special Education Ancillary Credit Requirements
- Review the Nonpublic Application for Certification Process
- Discuss Nonpublic Certification Requirements

POC Expectations

- Work directly with the assigned certification specialist on behalf of school educators

- Provide assistance to educators at the school level

- Provide required certification documentation in a complete packet

MSDE Certification Forms & Letters

- [42 application](#)
- [Educator application](#)
- [Verification of employment](#)
- [Issuance of a Conditional certificate letter](#)
- Transcript analysis, endorsement, and reading evaluations

Nonpublic School Certification Regulations & Policies

- Regulations
  - 13A.09.10.18
  - 13A.12.01-.06

- General Education vs. Special Education certification requirements

- Memos

Types of Certificates

- Conditional – 2 years (1 renewal)
- Professional Eligibility Certificate – 5 years
- Standard Professional I – 5 years
- Standard Professional II – 5 years
- Advanced Professional Certificate– 5 years

Reading your Certificate

MARYLAND EDUCATOR CERTIFICATE

Is issued this certificate on the basis of having met the legal requirements in the State of Maryland.

1 — EDUCATOR ID

2 — HIGHEST DEGREE
Master's

3 — TYPE
Advanced Professional Certificate

4 — VALID
7/1/2008 – 6/30/2013

CERTIFICATION AREAS
Elementary Education 1-6 & Middle School
5 — Guidance Counselor
Middle School- Social Studies 4-9

7 — It is the responsibility of the holder of this certificate to know the current certification requirements and to renew this certificate prior to the expiration date.

6 — ANCILLARY CREDITS
Reading 12
Special Education

Given at Baltimore, Maryland, by

State Superintendent of Schools

Navigating the Website

www.mdcert.org

Routes to Maryland Certification

❑ Approved Programs

❑ Professional Experience

❑ Transcript Analysis

Approved Programs-
MD Approved Program Graduates

What do I need to submit?

- Official transcript with conferred degree
- Test scores (basic skills, Praxis II)
- 42 application
- Educator application
- CJIS documentation

Approved Programs-
Out-of-State Approved Program Graduates (Without an Out-of-State Certificate)

What do I need to submit?

- Official transcripts
- Praxis scores (basic skills, MD Praxis II)
- 42 application
- Educator application
- CJIS documentation

Approved Programs-
Out-of-State Approved Program Graduates (With an Out-of-State Certificate)

- What do I need to submit?
  - Official transcripts
  - Out-of-state professional certificate
  - Qualifying test scores from state which issued certificate <u>or</u> verification of two years of full time satisfactory out-of-state experience
  - 42 application
  - Educator application
  - CJIS documentation

Approved Professional Experience

What do I need to submit?

- Verification of 3 years of full time satisfactory experience within the past 7 years in the certification area being sought

- Valid out of state professional certificate

- 42 application

- Educator application

- CJIS documentation

Transcript Analysis

What do I need to submit?

- Official transcript/s
- Test scores (basic skills, Praxis II or ACTFL)
- 42 application
- Educator application
- CJIS documentation

Transcript Analysis- Evaluations

- The applicant shall present verification of satisfactory completion of outlined requirements (courses and tests) on a specific evaluation
  - Generic Special Education B-3/1-8 Evaluation
  - Generic Special Education 6-Adult Evaluation
  - Supervisor of Special Education Evaluation

- All transcript analysis requirements are outlined in COMAR 13A12.02-.04

Renewals and Reinstatements

- 6 semester hours of acceptable credit earned or taught at a regionally accredited IHE or through MSDE approved Continuing Professional Development (CPD) credits.

- Credits must be related to a school assignment and earned within five years immediately preceding the date on which the new certificate is issued.

- Must be earned in reading or special education if educator has not fulfilled those requirements.

- To verify course work <u>taught</u>, submit a letter from the chair of the department on college/university letterhead with the course title, semester in which it was taught, and number of credit hours.

Renewals and Reinstatements-Specialists

- CEUs
  - Semester hours issued to renew licenses issued by other licensing boards (e.g., social work)
  - Requirements
    - 90 clock hours or 9 CEUs or 6 semester hours
  - Clock hours
    - 10 clock hours = 1 CEU
    - 15 clock hours = 1 semester hour
  - Contact hours
    - 10 contact hour = 1 CEU
    - 1 contact hour = 1 clock hour
- Teachers may not use CEUs to renew/ reinstate

Renewal Requirements- School Counselors

- On October 6, 2016, regulations were adopted that established additional renewal/reinstatement requirements for school counselors

- Policy allows school counselors who currently hold a valid certificate <u>one full renewal cycle</u> prior to having to meet this requirement.

- Those who reinstate an expired MD certificate after July 1, 2021 must present the coursework outlined in the regulation.

- Must be met at every renewal

- COMAR 13A.12.03.02

Blind/Visually Impaired Renewal Requirements

- 1st renewal- present a qualifying score on a Department approved test of Braille competency before the expiration of the initial professional certificate and 6 semester hours of course work (HAS NOT YET BEEN IDENTIFIED)

- Subsequent renewals- 6 semester hours of course work from an IHE or Department-approved Continuing Professional Development credits or Continuing Education Units (CEUs) which must include maintenance of knowledge of Braille code

Continuing Professional Development Credits (CPDs)

- Must be MSDE Approved (look for MD CPD number)
- MPT Thinkport
- MSDE Blackboard
- Local School Systems
- Google!
- Must submit MSDE CPD form given to educator upon completion

Senior Teacher Waiver- Renewal

- Renewal requirements for any professionally certificated employee may be waived without regard to Regulation .11 of this chapter if the:
  - (1) Renewal is recommended by the Education Director (must submit letter); and
  - (2) Professionally certificated employee is:
    - (a) 55 years old or older; or
    - (b) Employed for at least 25 years in public school service or approved nonpublic school service
- Does not apply to reinstatement

Endorsements

- Teaching endorsements may be added via:
  - Credit count

    OR
  - Test
    - Praxis II Content
    - ACTFL Content (world languages)
- Endorsements must be requested- sending test scores alone will not result in an endorsement

Visit mdcert.org for up to date certification areas and test requirements

Endorsements- Specialists and Administrators

- Must meet individual requirements of 13A.12.03 (specialists) or 13A.12.04 (administrators)

- May not add a teaching area via test/credit count to a specialist or administrator certificate

Career and Technical Education (CTE)-Areas of Certification

- Teachers of Professional Technical Education (PTE) in schools offering a <u>true CTE program</u> (e.g., barbering, cosmetology, nursing, automotive, carpentry) should be certified in CTE and licensed appropriately

- Teachers of CTE areas in SPED schools that are NOT offering a true CTE program may be certified in Generic Special Education or the appropriate area of PTE

- The Division of Career and College Readiness oversees Career and Technology Education programs

Special Education Ancillary Credit

- Specialists and Administrators shall meet the requirements for a professional certificate under COMAR 13A.12.01.04.06, as applicable, <u>including 3 semester hours in special education</u>

- Currently, this requirement may be satisfied at the time of renewal

Reading Requirements

- Early Childhood, Elementary, or SPED Infant-3/1-8 must earn 12 semester hours in reading

- Secondary education, SPED 6-Adult, and PreK-12 areas must earn 6 semester hours in reading

- Teachers with Elem Ed, Early Childhood, and SPED Infant-3/1-8 may instead submit qualifying scores on the Praxis 5203 to meet the reading requirement

COMAR 13A.12.01.11.05

Reading Summary

REQUIRED READING COURSE WORK SUMMARY

Social Security Number		Last Name	First Name	MI	Previous Name
Prepared by:		Date:		Evaluation: State: ☑ Local: ☐	
Revised by:		Date:		MSDE has the following total of number semester hours of reading credits on file:	

If you are/were certified in an area requiring 12 credits of reading AND an area requiring 6 credits of reading, you must complete the 12-credit reading course work requirement to maintain both endorsements.

Certification Areas Requiring 12 Credits of Reading:	Certification Areas Requiring 6 Credits of Reading:
☐ Early Childhood Education PK – 3 ☐ Elementary Education 1 – 6 ☐ Special Education: Infant-3 or 1-8	☐ Middle School 4 - 9 ☐ Secondary 5-12/7-12 ☐ PK -12 ☐ Library Media Specialist, Ed Media Associate, Ed Media Generalist, Ed Media Specialist ☐ Special Education: 6-Adult, SPD, Visually Impaired or Deaf and Hard of Hearing

MET NEEDED*

☐ ☐ **Processes & Acquisition of Reading Skills**
Explains the process of language development, including the impact of phonemic awareness, and how the brain responds to reading acquisition

☐ ☐ **Methods of Reading Instruction**
Shows teachers how to use a balanced program of phonetics, semantics, and syntactics in teaching reading

☐ ☐ **Materials for Teaching Reading**
Exposes teachers to a variety of texts to be used in their classes and explains strategies for selecting and evaluating materials

☐ ☐ **Assessment for Reading Instruction**
Shows teachers how to use state, local, and classroom reading assessment data to make ongoing instructional decisions

☐ **Requirements Satisfied**

MET NEEDED*

☐ ☐ **Teaching Reading in the Content Area Part I (taken prior to 7/1/2020)**
Introduces teachers to assessment of reading, cognitive strategies in reading, incorporating reading skills through student-centered instruction, intrinsic/extrinsic motivation

OR Teaching Literacy in the Content Area Part I
Emphasizes a well-grounded and widely-accepted theoretical framework of deep, concentrated instruction related to literacy proficiency for all students on the educational and linguistic spectrum.

☐ ☐ **Teaching Reading in the Content Area Part II (taken prior to 7/1/2020)**
Expands on Part I, enabling teachers to apply theories, strategies, and practices in daily classroom instruction

OR Teaching Literacy in the Content Area Part II
Emphasizes the delivery of classroom instruction based on a well-grounded and widely-accepted theoretical framework of deep, concentrated instruction related to literacy proficiency for all students on the educational and linguistic spectrum.

☐ **Requirements Satisfied**

* The Reading Courses can be met through MSDE CPD credits.

If you need more than 6 credits in reading, you will have two full validity periods to complete the requirements as long as you present 6 credits each validity period until the requirements are met. If you need 6 or fewer credits, you will have one full validity period to complete the requirements.

A list of the Maryland Approved Reading Courses can be found at
http://marylandpublicschools.org/about/Pages/DEE/Certification/Reading-Requirements.aspx

Comments:

Rev 11.6.2017

Practice Activity

Submitting Documents to MSDE

- US Mail:

    MSDE Certification

    200 West Baltimore St.

    Baltimore, MD 21201

- Electronically:

    certdocuments.msde@maryland.gov

    Subject Line: 42 APP: Cert Specialist Name

Submitting Payment

- Money order, cashier's check, or certified check with 42 application packet

OR

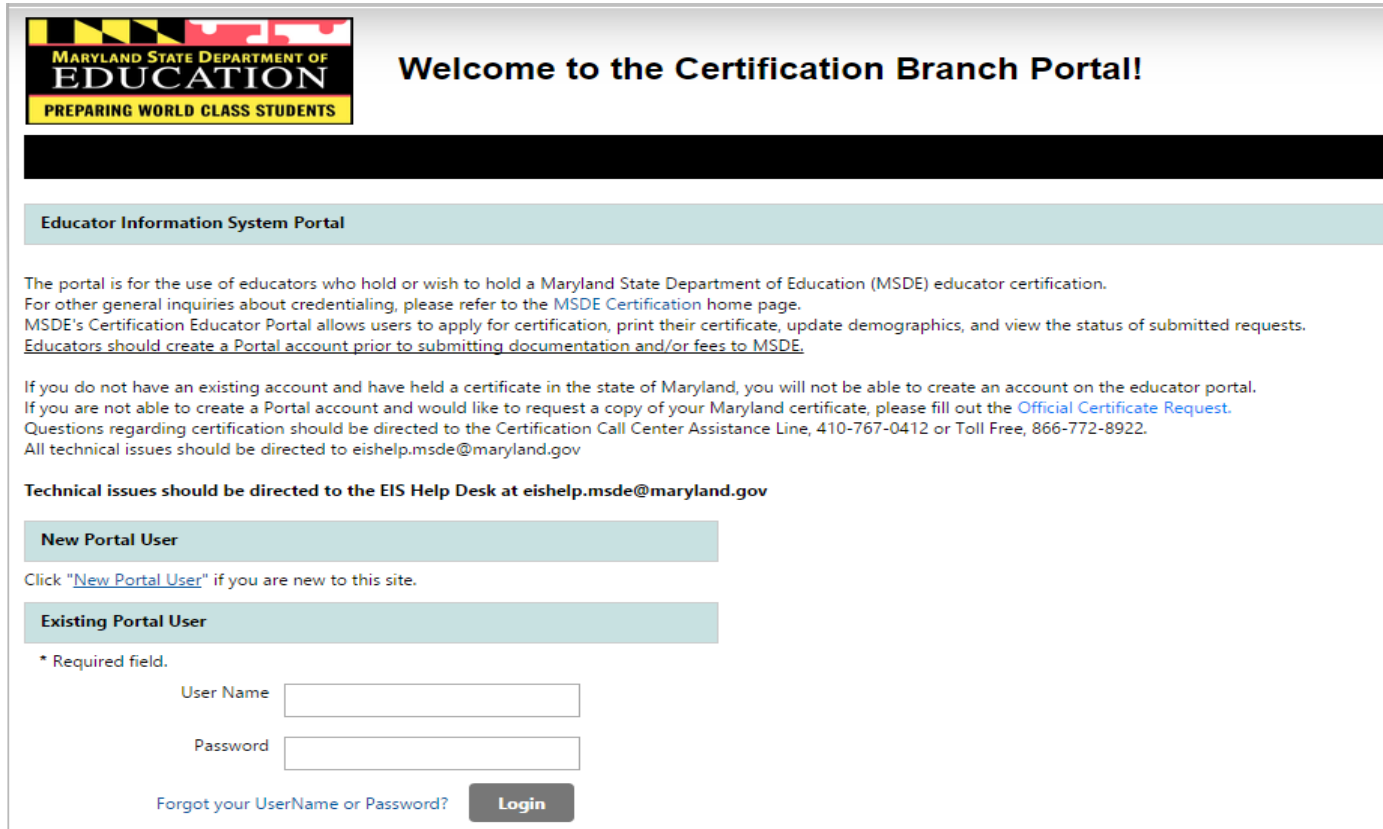- Online payment by educator <u>if portal account is established</u>

Common Mistakes

- Grade band missing from 42 application

- More than one cert area requested on a conditional certificate application

- Educator application missing (online application is not functioning)

- Forwarding an email from an educator to the cert specialist and vice versa

- Having the educator send a document directly to MSDE

- Failing to submit all documents as a packet

FAQs

- How does an educator add extra grade bands for Generic Special Education?

- What cert area does my general education educator need to teach….?

- Can this course be used for renewal?

- Can a teacher certificated in SPED 1-8 teach kindergarten?

- Can we have a co-teaching

  model?

Educator Portal

Technical Assistance- eishelp.msde@maryland.gov

Telephone Assistance

Maryland Certification Assistance Line

Monday through Friday

8:00AM – 12:00PM
12:15PM – 4:15PM

Tuesdays

4:15 PM-5:45 PM

1-410-767-0412   1-888-772-8922

*Questions should be funneled through POC
whenever possible*

Questions?