

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
ANGILLARY CREDITS
Reading 12
Special Education

Given at Baltimore, Maryland, by

State Superintendent of Schools

Navigating the Website

The screenshot shows the Maryland Department of Education website. At the top, there is a navigation bar with links for Maryland.gov, Phone Directory, State Agencies, Online Services, and Translate. Below this is a banner image of diverse students with the text 'MARYLAND STATE DEPARTMENT OF EDUCATION'. A search bar is present with the placeholder 'Enter search term'. Social media icons for Facebook, Twitter, YouTube, and e! are also visible.

The main navigation menu includes: HOME, DIVISIONS/PROGRAMS, STATE BOARD, NEWSROOM, and ABOUT US.

ABOUT US

- > Directory
- > MSDE Org Chart (pdf)
- > MSDE Privacy Statement
- > Offices & Divisions
- > School Systems
- > Regulations

School Effectiveness

- > Office Of The Deputy For School Effectiveness
- > Educator Effectiveness
- > Educator Certification
- > Interscholastic Athletics (MPSSAA)
- > Local Finance Reporting Office
- > Juvenile Services Education Program
- > Office of Pupil Transportation/Emergency Management
- > School and Community Nutrition

Educator Certification

Getting Started

- How to Apply for Maryland Certification
- Create an Educator Portal Account
- Expedited Certification for Veterans and Their Spouses
- Who Must Take the Tests?
- How much will I pay?
- Certification FAQ

Teachers, Administrators, and Specialists

- Certification Types
- Certification Areas
- Renewing Your Certificate
- Reinstating Your Certificate
- Adding an Endorsement
- Reading Requirements
- Teach MD Incentives
- Request a Copy of Your Certificate

Public Librarians

- Maryland Certification
- Request a Copy of Your Certificate

To access your certification account, visit the Educator Portal.

If you are employed as a teacher, administrator, or specialist by a MD public school system, nonpublic special education facility, the Archdiocese of Baltimore or Washington, or a MD State Institution, please contact your employer to discuss your certification needs.

Certification Call Center

410-767-0412
866-772-8922
Monday, Wednesday, Thursday, and Friday from 8:00 am to noon and 12:15 pm to 4:15 pm. Tuesday from 8:00 am to noon and 12:15 pm to 5:45 pm, except for State holidays.

Maryland Certificate Revocations

Revocation information is updated on a ...

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 or 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 taught, 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/
reinstatement

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 one full renewal cycle 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

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 true CTE program (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, including 3 semester hours in special education
- 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

Maryland State Department of Education
Division of Educator Effectiveness
Certification Branch
REQUIRED READING COURSE WORK SUMMARY

Social Security Number		Last Name		First Name	MI	Previous Name
Prepared by:		Date:		Evaluation:	State: <input checked="" type="checkbox"/> Local: <input type="checkbox"/>	
Revised by:		Date:		MSDE has the following total of number semester hours of reading credits on file:		
<p><i>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</i></p>						
Certification Areas Requiring 12 Credits of Reading: <input type="checkbox"/> Early Childhood Education PK-3 <input type="checkbox"/> Elementary Education 1-6 <input type="checkbox"/> Special Education: Infant-3 or 1-8				Certification Areas Requiring 6 Credits of Reading: <input type="checkbox"/> Middle School 4-9 <input type="checkbox"/> Secondary 5-12/7-12 <input type="checkbox"/> PK-12 <input type="checkbox"/> Library Media Specialist, EdMedia Associate, EdMedia Generalist, EdMedia Specialist <input type="checkbox"/> Special Education: 6-Adult, SPD, Visually Impaired or Deaf and Hard of Hearing		
MET NEEDED* <input type="checkbox"/> <input type="checkbox"/> 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.				MET NEEDED* <input type="checkbox"/> <input type="checkbox"/> 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.		
<input type="checkbox"/> <input type="checkbox"/> Methods of Reading Instruction Shows teachers how to use a balanced program of phonetics, semantics, and syntactics in teaching reading.				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.		
<input type="checkbox"/> <input type="checkbox"/> 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.				<input type="checkbox"/> <input type="checkbox"/> 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.		
<input type="checkbox"/> <input type="checkbox"/> Assessment for Reading Instruction Shows teachers how to use state, local, and classroom reading assessment data to make ongoing instructional decisions.				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.		
<input type="checkbox"/> Requirements Satisfied				<input type="checkbox"/> Requirements Satisfied		
<p>*The Reading Courses can be met through MSDE CPD credit.</p> <p><i>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.</i></p>						
<p>A list of the Maryland Approved Reading Courses can be found at http://marylandpublicschools.org/about/Pages/DE/Certification/Reading-Requirements.aspx</p>						
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 if portal account is established

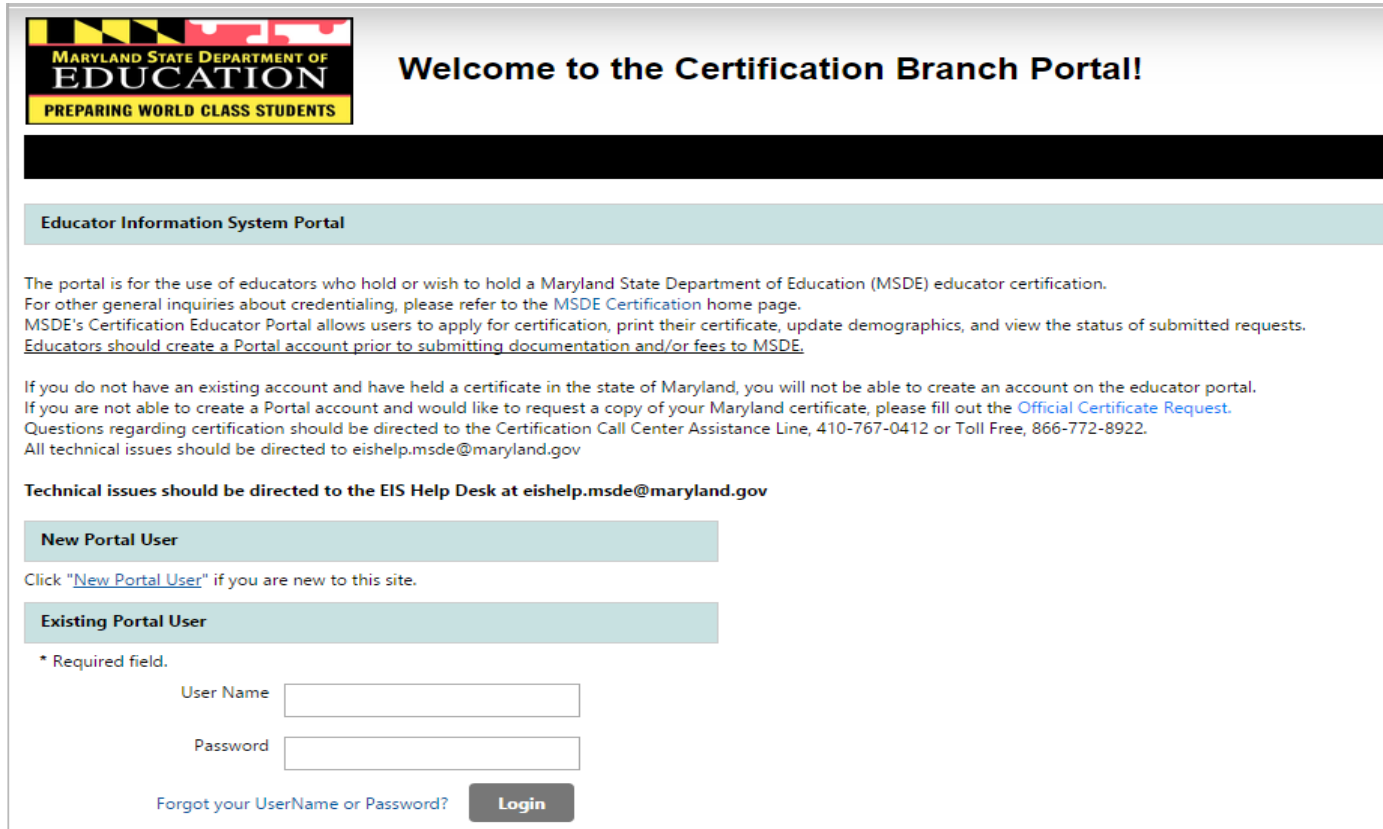
Common Mistakes

- 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



The screenshot shows the login page for the Educator Information System Portal. At the top left is the Maryland State Department of Education logo with the text "MARYLAND STATE DEPARTMENT OF EDUCATION" and "PREPARING WORLD CLASS STUDENTS". To the right of the logo is the heading "Welcome to the Certification Branch Portal!". Below this is a black horizontal bar, followed by a light blue bar containing the text "Educator Information System Portal". The main content area contains several paragraphs of text providing information about the portal's purpose, how to use it, and where to get technical assistance. There are two main sections: "New Portal User" and "Existing Portal User". The "Existing Portal User" section includes a login form with fields for "User Name" and "Password", a "Forgot your UserName or Password?" link, and a "Login" button.

MARYLAND STATE DEPARTMENT OF EDUCATION
PREPARING WORLD CLASS STUDENTS

Welcome to the Certification Branch Portal!

Educator Information System Portal

The portal is for the use of educators who hold or wish to hold a Maryland State Department of Education (MSDE) educator certification. For other general inquiries about credentialing, please refer to the [MSDE Certification](#) home page. MSDE's Certification Educator Portal allows users to apply for certification, print their certificate, update demographics, and view the status of submitted requests. Educators should create a Portal account prior to submitting documentation and/or fees to MSDE.

If you do not have an existing account and have held a certificate in the state of Maryland, you will not be able to create an account on the educator portal. If you are not able to create a Portal account and would like to request a copy of your Maryland certificate, please fill out the [Official Certificate Request](#). Questions regarding certification should be directed to the Certification Call Center Assistance Line, 410-767-0412 or Toll Free, 866-772-8922. All technical issues should be directed to eishelp.msde@maryland.gov

Technical issues should be directed to the EIS Help Desk at eishelp.msde@maryland.gov

New Portal User

Click "[New Portal User](#)" if you are new to this site.

Existing Portal User

* Required field.

User Name

Password

[Forgot your UserName or Password?](#)

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?

