**NON-PUBLIC SCHOOLS APPROVED UNDER COMAR 13A.09.10 REQUEST FOR CERTIFICATION**

To be completed by Education Director/Certification Contact

Applicant:       Certification Contact:       Contact Phone:

SSN (Last 4 Digits):       School Name:       Contact Email:

Date Hired as Educator of Record:       Date Submitted to MSDE:

Assignment: Type I/II SPED: Grades:        Type I/II GEN ED: Subject/s:       Grades:

Music/Art/Health/P.E.

Certificate:  Initial: Certification Area/Grade Band:       Renew/Reinstate:

Endorsement: Certification Area:       Evaluation: Certification Area:

Test Scores  Credit Count

# Materials Enclosed- Please Submit as a Complete Packet

Verification of Criminal History Record Check must be submitted for each new hire; copy attached.

An Educator Application must be submitted for each new hire; copy attached.

Conditional Conditional Renewal SPC I

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| Pay online  $10 MO/Certified/Cashier  Official transcripts  Test scores(if applicable)  Verification of experience (if applicable)  Out of state certificate (if applicable) |

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| Pay online  $10 MO/Certified/Cashier  Official transcripts  Test scores(if applicable)  Verification of experience (if applicable) |

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| Pay online  $10 MO/Certified/Cashier  Official transcripts  Test scores(if applicable)  Verification of experience  Out of state certificate (if applicable)  Copy of license (specialist) |

APC

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| Pay online  $10 MO/Certified/Cashier  Official transcripts/CPD form  Conferred Master’s Degree  OR  36 post back credits (min 21 grad, max 15 under-grad or CPD credits  OR  National Board Certification AND 12 graduate credits  CEUs (specialist)  Copy of license/s (specialist)  3 yrs verification of exp.  Out of state certificate (if applicable) |

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| Pay online  $10 MO/Certified/Cashier  Official transcripts/CPD form  Test scores(if applicable)  Verification of experience  Out of state certificate (if applicable)  Senior teacher waiver (with letter from Ed Director)  6 equivalent MANSEF credits  Copy of license/s (specialist)  CEUs (specialist) |

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| Pay online  $10 MO/Certified/Cashier  Official transcripts  3 yrs verification of experience |

SPC II APC Renewal