**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

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

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

|  |
| --- |
| [ ] 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

|  |
| --- |
| [ ] 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) |

|  |
| --- |
| [ ] 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) |

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

 SPC II APC Renewal