

Certification 101

Certification Information for Non-Public Educators

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Certification Specialist

Purpose of Licensure in Maryland

- Licensure of professional education personnel by the State is established to offer assurance to the citizens of this State that:
 - A. Professional public educational staff possess the minimum essential knowledge and skills needed to achieve outcomes for public education declared by the State Board of Education
 - B. The results of professional preparation and training are united with the instructional practices and outcomes expected for public education

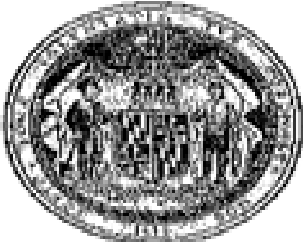
OBJECTIVES

- ❑ Identify Certificate Types
- ❑ Explore Routes to Certification
- ❑ Identify Renewal and Reinstatement Requirements
- ❑ Identify Endorsements and Test Requirements
- ❑ Discuss Application for Certification Process
- ❑ Introduce the Educator Information System (EIS)

Types of Certificates

- Professional Eligibility Certificate – 5 years
(Issued only by MSDE)
- Conditional – 2 years (1 renewal)
- Standard Professional I – 5 years (1 renewal)
- Standard Professional II – 5 years (1 renewal)
- Advance Professional Certificate– 5 years

How to Read Your Teaching 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

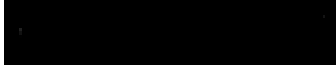
4 VALID
7/1/2008 - 6/30/2013

CERTIFICATION AREAS
Elementary Education 1-6 & Middle School

5 Guidance Counselor
Middle School Social Studies 4-9

6 ANGILLARY CREDITS
Reading 12
Special Education

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.

Given at Baltimore, Maryland, by

State Superintendent of Schools

Routes to Maryland Certification

- ❑ Approved Programs
- ❑ Approved Professional Experience
- ❑ Transcript Analysis

Approved Programs- MD Approved Program Graduates

- Completion of Maryland Approved Program

- MD qualifying scores:
 - Basic Skills
 - Content
 - Pedagogy



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

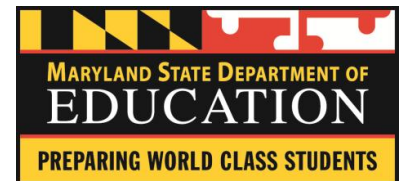
- ❑ Completion of out-of-state approved program

- ❑ MD qualifying scores:
 - Basic Skills
 - Content
 - Pedagogy



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

- ❑ Completion of out-of-state approved program
- ❑ 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



Approved Professional Experience

- ❑ Valid out-of-state professional certificate

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

Transcript Analysis

- ❑ Bachelor's degree or higher from a regionally-accredited IHE (*minimum required*)

- ❑ Qualifying scores: (MD Praxis tests)
 - ❑ Basic Skills Test and
 - ❑ Current Praxis II content and/or pedagogy or ACTFL Content Test



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



Renewals and Reinstatements

- 6 semester hours of acceptable credit, that is, post-baccalaureate credit earned or taught at a regionally accredited college or university or through Department 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.
- 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.

Senior Teacher Waiver

- 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 local superintendent of schools; 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.
- Waiver of Certification Requirements. Except for teacher certification tests, the State Superintendent of Schools has the authority to waive the specific requirements for a certificate in an individual case if the State Superintendent of Schools determines, after thorough investigation, that the applicant's preparation or experience, or both, are adequate to justify a waiver.

Endorsements and Test Requirements

Maryland issues certificates in the following teaching areas:

Early Childhood Education (PreK-3)

Elementary Education, grades 1-6

Mathematics Instructional Leader, PreK-6 (endorsement only)

Middle School Areas: (4-9)

English Language Arts

Mathematics

Science

Social Studies

To view up to date areas please visit

<http://www.ets.org/praxis/md/requirements>

Secondary Content Areas: (7-12)

Agriculture/Agribusiness and Renewable Natural Resources

Biology

Business Education

Chemistry

Computer Science

Earth/Space Science

English

Environmental Science

Family and Consumer Sciences

Geography

History

Marketing

Mathematics

Physical Science

Physics

Political Science

Professional and Technical Education

Social Studies

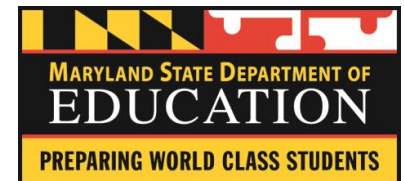
Specialized Professional Areas

Speech Communication

Technology Education

Theater

Work-Based Learning Coordinator



Endorsements

Teacher

- Test
or
- 30 Credits (at least 15 in endorsement area)

Specialist

- Must meet individual requirements of 13A.12.03

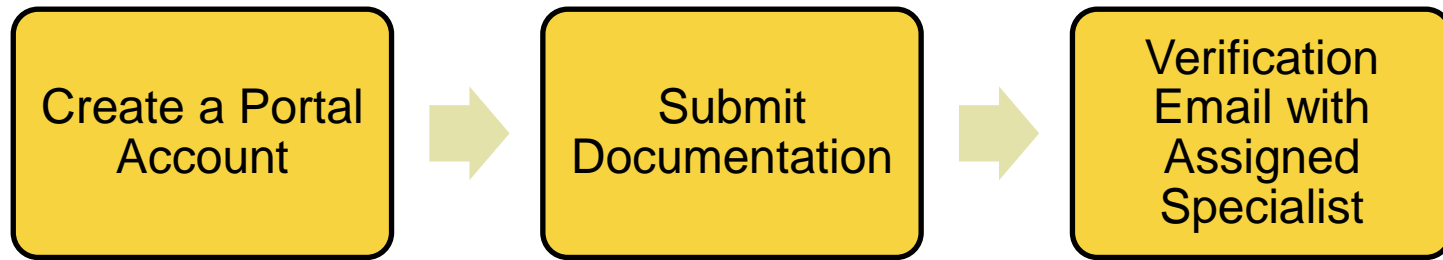
*An individual who holds only a specialist credential area may not add a teaching credential to the certificate via endorsement

Required Tests for Maryland

Visit www.mdcert.org or www.ets.org



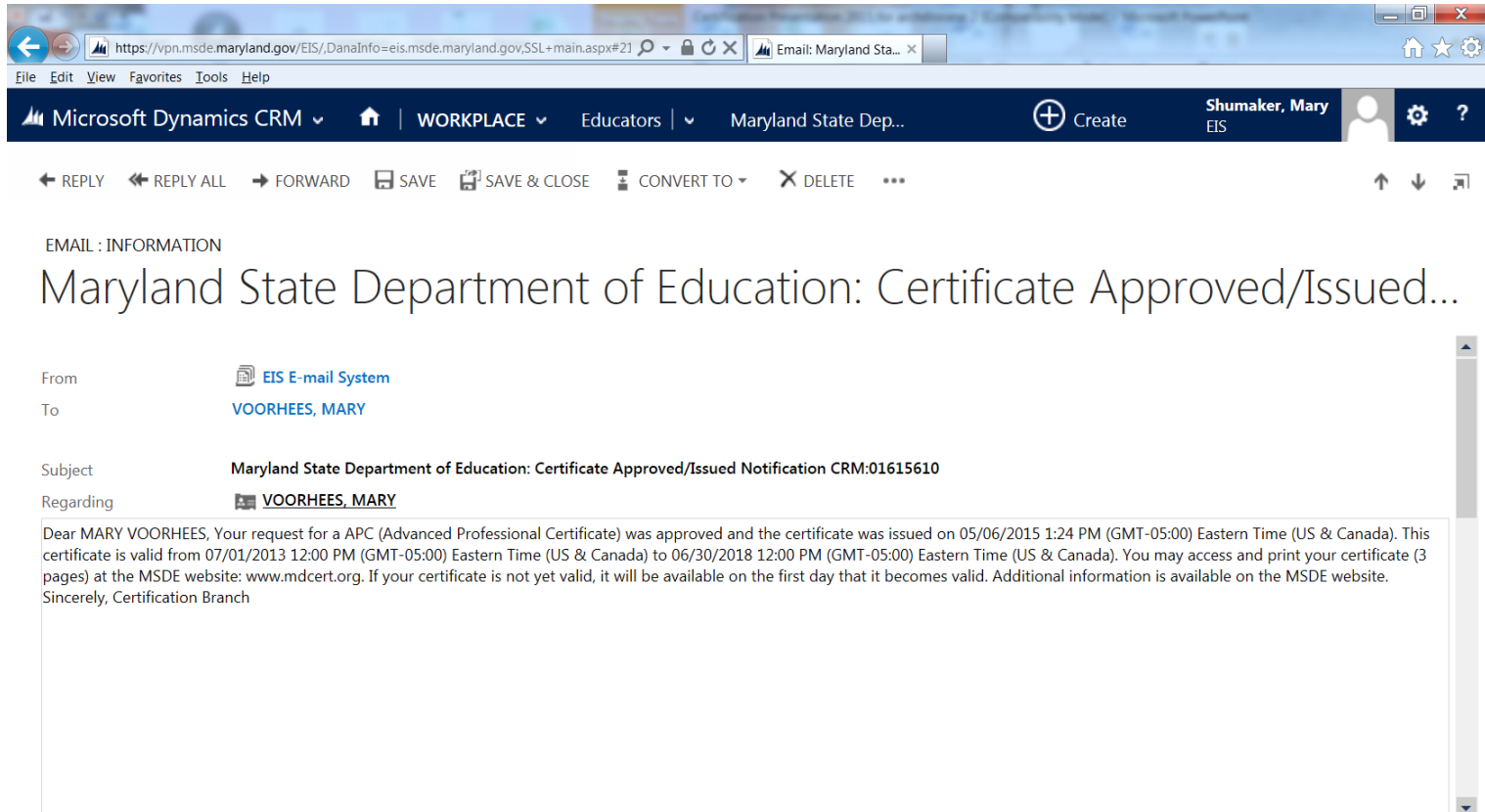
Applying for a MD Certificate



Required Documentation

- Request form
- Background verification (if applicable)
- Cover Letter (name, address, SSN, email, DOB, & phone number)
- Official Transcripts (sealed envelope or submitted via escript)
- Out of State Certificates (if applicable)
- Verification of Experience form (if applicable)
- Test scores (photocopy is acceptable)

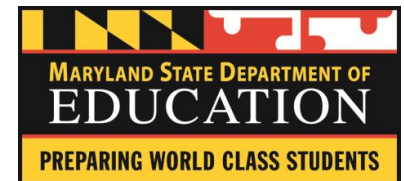
Email Notifications



The screenshot shows a web browser window displaying an email notification within the Microsoft Dynamics CRM interface. The browser address bar shows the URL: <https://vpn.msde.maryland.gov/EIS/DanaInfo=eis.msde.maryland.gov,SSL+main.aspx#21>. The CRM navigation bar includes "Microsoft Dynamics CRM", "WORKPLACE", "Educators", and "Maryland State Dep...". The user profile is "Shumaker, Mary EIS". The email interface includes standard actions like REPLY, FORWARD, SAVE, and DELETE. The email header shows it is from the "EIS E-mail System" to "VOORHEES, MARY". The subject is "Maryland State Department of Education: Certificate Approved/Issued Notification CRM:01615610" and it is regarding "VOORHEES, MARY". The body of the email contains the following text:

Dear MARY VOORHEES, Your request for a APC (Advanced Professional Certificate) was approved and the certificate was issued on 05/06/2015 1:24 PM (GMT-05:00) Eastern Time (US & Canada). This certificate is valid from 07/01/2013 12:00 PM (GMT-05:00) Eastern Time (US & Canada) to 06/30/2018 12:00 PM (GMT-05:00) Eastern Time (US & Canada). You may access and print your certificate (3 pages) at the MSDE website: www.mdcert.org. If your certificate is not yet valid, it will be available on the first day that it becomes valid. Additional information is available on the MSDE website.

Sincerely, Certification Branch



When and Will MSDE notify me via Email?

- ❑ Notification of Additional Documents Needed
- ❑ Statement of Professional Eligibility
- ❑ Notification of Payment Due (Nonpublic schools will send payment for their educators)

Do not send payment to MSDE until you receive this notice

Additional Information

Maryland State Department of Education Website

www.mdcert.org



Telephone Assistance

Maryland Certification Assistance Line 8:00AM –

12:00PM

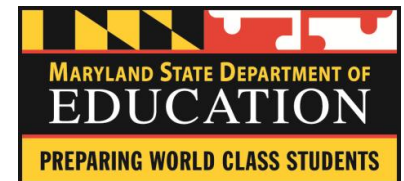
12:15PM – 4:15PM

Monday through Friday

Tuesdays 4:15 PM-5:45 PM

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

(Toll Free)



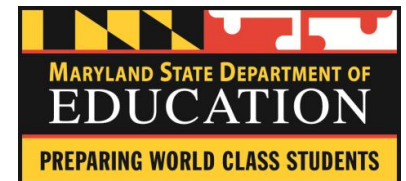
US MAIL

Maryland State Department of Education

Division of Educator Effectiveness

200 West Baltimore Street

Baltimore MD 21201



Questions?

