Certification 101- Nonpublic School Programs

Technical Assistance for Non-Public Certification Points of Contact

May 8, 2017

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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
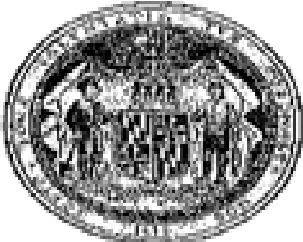
- Regulations
  - 13A.09.10.18

- General Education vs. Special Education certification requirements

- Memos

Types of Certificates

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

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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.
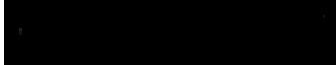
1 EDUCATOR ID

2 HIGHEST DEGREE
Master's

3 TYPE
Advanced Professional Certificate
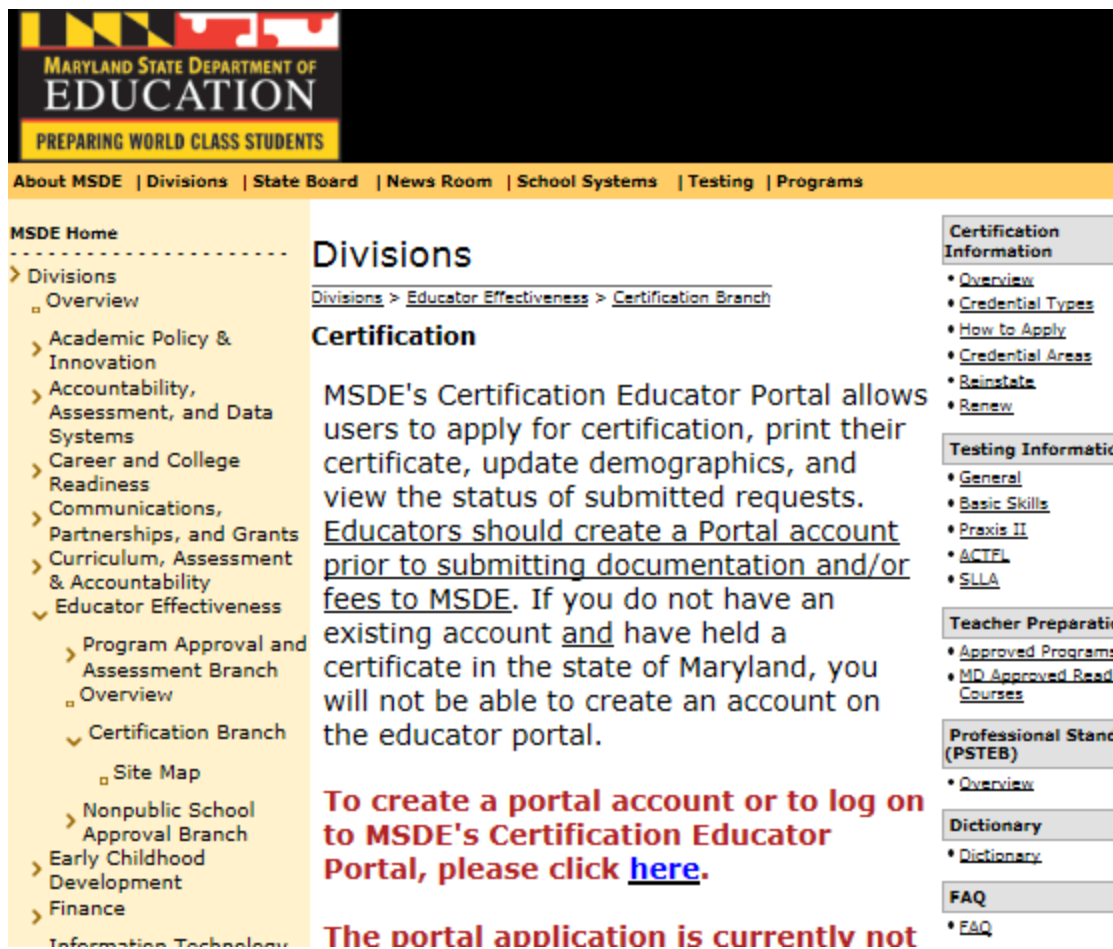
4 VALID
7/1/2008 - 6/30/2013

CERTIFICATION AREAS
Elementary Education 1-6 & Middle School

5 Guidance Counselor

Middle School: Social Studies 4-9

6 ANCILLARY 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

-over-

Navigating the Website

www.mdcert.org

Routes to Maryland Certification

❑ Approved Programs

❑ Professional
    Experience

❑ Transcript Analysis

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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 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 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

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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

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.
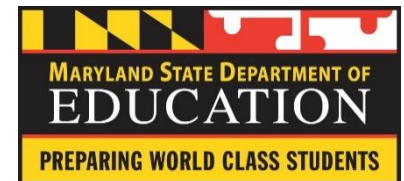
Renewals and Reinstatements- Specialists

- 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

- COMAR 13A.12.03.02

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

- Must be met at every renewal

Continuing Professional Development Credits (CPDs)

- ☐ Must be MSDE Approved (look for MD CPD number)
- ☐ MPT Thinkport
- ☐ MSDE Blackboard
- ☐ Learner's Edge
- ☐ LSS
- ☐ 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

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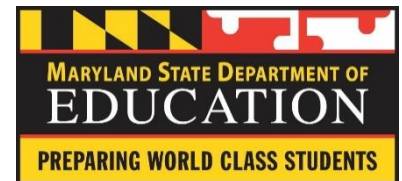
Endorsements- Specialists and Administrators

☐ 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 Areas of Certification

- Teachers of CTE areas 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 CTE

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
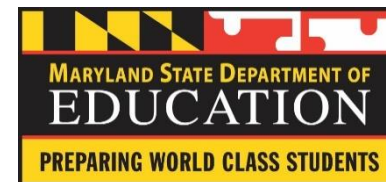
COMAR 13A.12.01.11.05
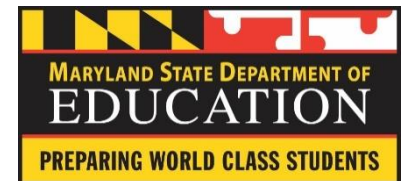
Reading Summary

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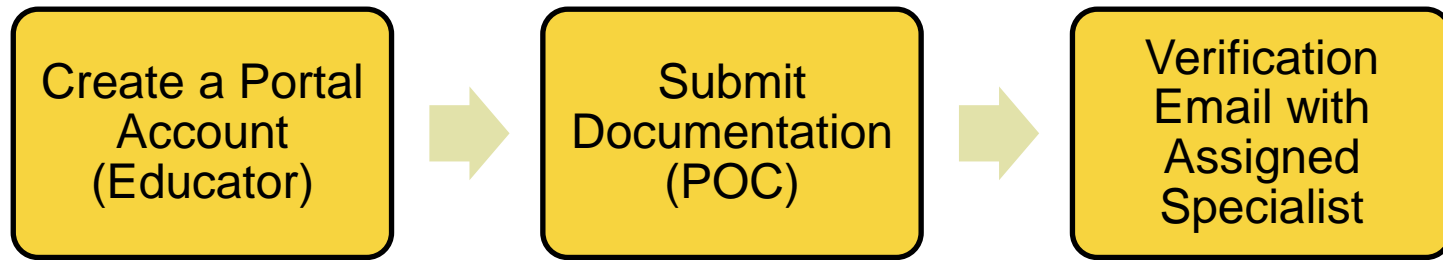**REQUIRED READING COURSE WORK SUMMARY**

Social Security Number		Last Name		First Name	MI	Previous Name
Prepared by:		Date:	DRAFT	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 Hearing Impaired

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*

☐   ☐   **Methods of Teaching Reading in the Secondary Content Area, Part I**
Introduces teachers to the assessment of student reading, cognitive strategies in reading, incorporating reading skills through student-centered instruction and intrinsic/extrinsic motivation for reading

☐   ☐   **Methods of Teaching Reading in the Secondary Content Area, Part II**
Expands on Part I, enabling teachers to apply theories, strategies, and practices in daily classroom instruction

☐   **Requirements Satisfied**

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

Practice Activity

Applying for a MD Certificate

Create a Portal Account (Educator) → Submit Documentation (POC) → Verification Email with Assigned Specialist

Submitting Documents to MSDE
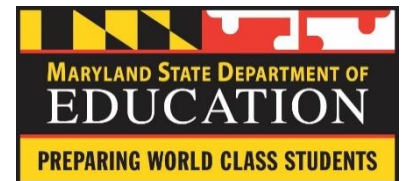
☐ US Mail:

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

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Frequently Asked Questions…

- ☐ 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

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.

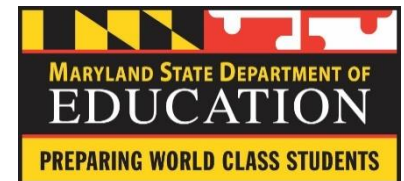**Existing Portal User**

* Required field.

| User Name | |
| Password | |

Forgot your UserName or Password?   **Login**

Technical Assistance- eishelp.msde@maryland.gov

Telephone Assistance

Maryland Certification Assistance Line

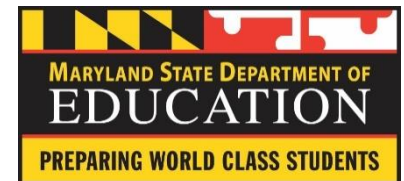Monday through Friday

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?