

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

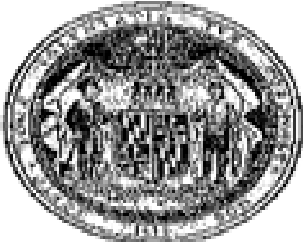
Nonpublic School Certification Regulations & Policies

- Regulations
 - 13A.09.10.18
- 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

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

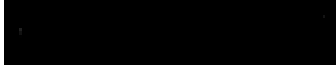
4 VALID
7/1/2008 - 6/30/2013

CERTIFICATION AREAS
Elementary Education 1-6 & Middle School

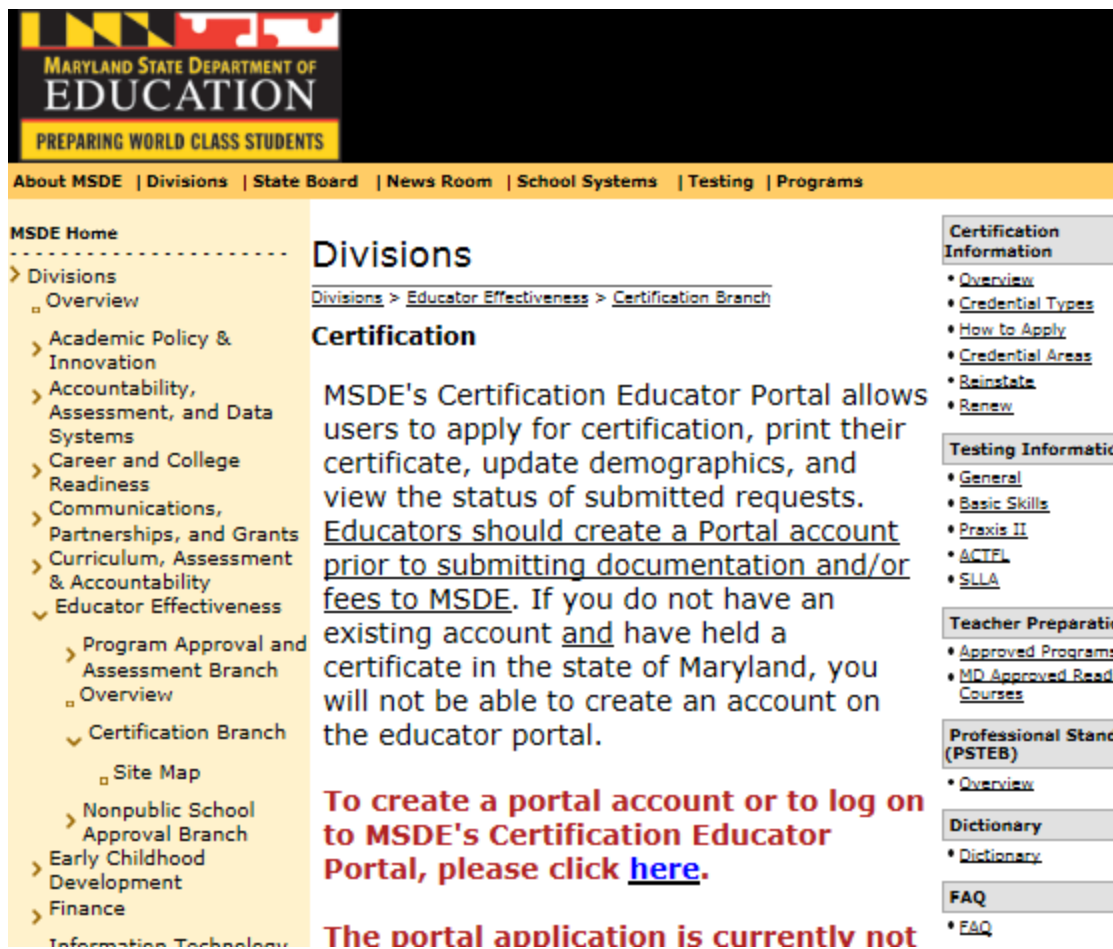
5 Guidance Counselor
Middle School Social Studies 4-9

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.

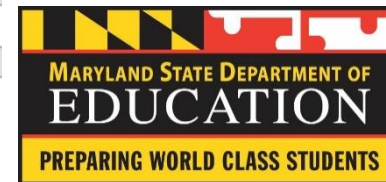
Given at Baltimore, Maryland, by

State Superintendent of Schools

Navigating the Website



The screenshot shows the Maryland State Department of Education website. The header includes the logo and the tagline "PREPARING WORLD CLASS STUDENTS". A navigation bar lists: About MSDE | Divisions | State Board | News Room | School Systems | Testing | Programs. The left sidebar contains a "MSDE Home" menu with a tree structure under "Divisions": Overview, Academic Policy & Innovation, Accountability, Assessment, and Data Systems, Career and College Readiness, Communications, Partnerships, and Grants, Curriculum, Assessment & Accountability, Educator Effectiveness (expanded), Program Approval and Assessment Branch, Nonpublic School Approval Branch, Early Childhood Development, and Finance. The main content area is titled "Divisions" and "Certification", with a breadcrumb trail: Divisions > Educator Effectiveness > Certification Branch. The text explains that MSDE's Certification Educator Portal allows users to apply for certification, print certificates, update demographics, and view request status. It instructs users to create a Portal account before submitting documentation and/or fees. A red callout box states: "To create a portal account or to log on to MSDE's Certification Educator Portal, please click [here](#)." Below this, it says "The portal application is currently not". The right sidebar contains several sections: "Certification Information" (Overview, Credential Types, How to Apply, Credential Areas, Reinstatement, Renew), "Testing Information" (General, Basic Skills, Praxis II, ACTFL, SLLA), "Teacher Preparation" (Approved Programs, MD Approved Read Courses), and "Professional Stanc (PSTEB)" (Overview). There are also links for "Dictionary" and "FAQ".

www.mdcert.org



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 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 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

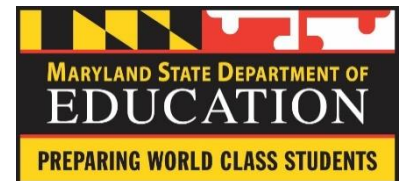
- What do I need to submit?
 - Official transcript/s
 - Test scores (basic skills, Praxis II or ACTFL)
 - 42 application
 - Educator application
 - CJIS documentation

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

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/reinstate

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

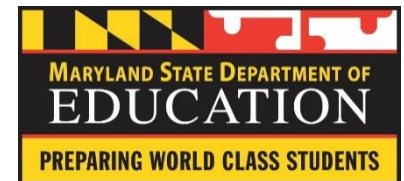
Senior Teacher Waiver

- Renewal 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

Endorsements

- Teaching endorsements may be added via:
 - Credit count
 - OR
 - Test
 - Praxis II Content
 - ACTFL Content (world languages)
- Endorsements must be requested

Visit mdcert.org for up to date certification areas and test requirements



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 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 CTE

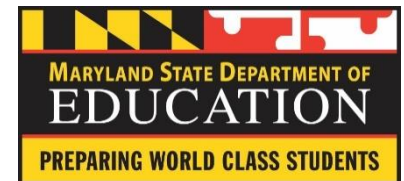
Special Education Ancillary Credit

- Specialists and Administrators shall meet the requirements for a professional certificate under COMAR 13A.12.01.04.06, as applicable, 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

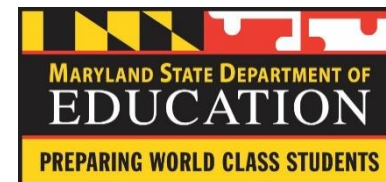


Reading Summary

Maryland State Department of Education
 Division of Educator Effectiveness
 Certification Branch

REQUIRED READING COURSE WORK SUMMARY

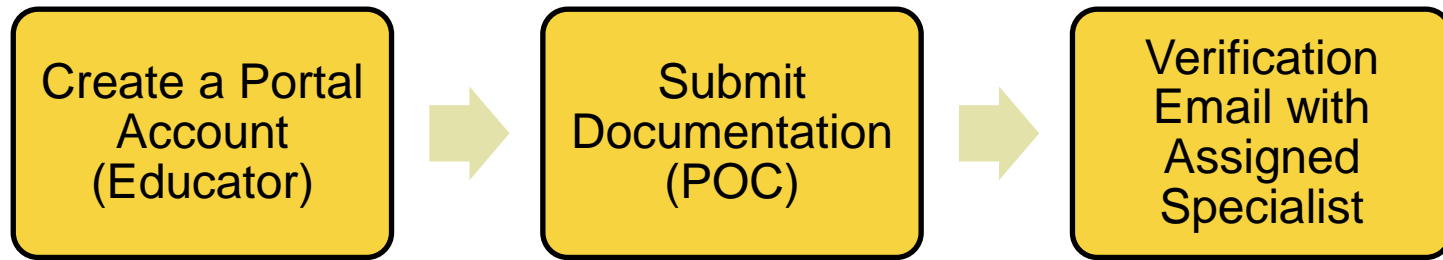
Social Security Number	Last Name	First Name	MI	Previous Name
Prepared by:	Date:	Evaluation:	State: <input checked="" type="checkbox"/> Local: <input type="checkbox"/>	
Revised by:	Date:	MSDE has the following total of number semester hours of reading credits on file:		
<p><i>If you are/were certified 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 Area: 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 Area: 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, Ed Media Associate, Ed Media Generalist, Ed Media Specialist <input type="checkbox"/> Special Education: 6-Adult, SPD, Visually Impaired or Hearing Impaired		
MET NEEDED* <input type="checkbox"/> <input type="checkbox"/> Process & Acquisition of Reading Skill: Explains the process of language development, including the impact of phonemic awareness, and how the brain responds to reading acquisition <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 <input type="checkbox"/> <input type="checkbox"/> Material: 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"/> Assessment for Reading Instruction Shows teachers how to use state, local, and classroom reading assessment data to make ongoing instructional decisions <input type="checkbox"/> Requirements Satisfied		MET NEEDED* <input type="checkbox"/> <input type="checkbox"/> Method: 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 <input type="checkbox"/> <input type="checkbox"/> Method: 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 <input type="checkbox"/> Requirements Satisfied		
<p>*The Reading Course: can be met through MSDE CPD credit.</p>				



Practice Activity



Applying for a MD Certificate



Submitting Documents to MSDE

- US Mail:

MSDE Certification

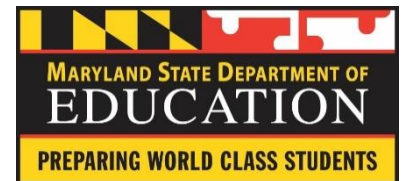
200 West Baltimore St.

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

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.

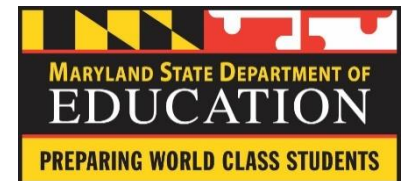
User Name

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

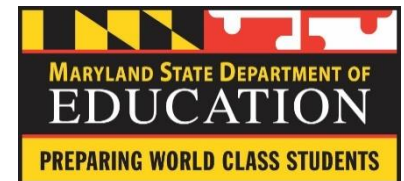
12:15PM – 4:15PM

Tuesdays

4:15 PM-5:45 PM

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

*Questions should be funneled through POC
whenever possible*



Questions?

