



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
- Discuss Testing Requirements/Resources
- Identify Renewal, Reinstatement, and Endorsement Requirements
- Review Reading and Special Education Ancillary Credit Requirements
- Review the Nonpublic Application for Certification Process
- Discuss Nonpublic Certification Requirements

Division Updates

- Name change: Division of Educator Certification and Program Approval
- Regional model of customer service
 - Western, West Central, Central, Southern, Eastern
- One stop shopping: Nonpublic School Approval Specialists will assume certification caseload

POC Expectations

- Work directly with the assigned MSDE specialist on behalf of school's educators
- Provide assistance to educators at the school level
- Provide required certification documentation in a complete packet to the MSDE

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](#): Nonpublic School Personnel
 - 13A.12.01-.06: Educator Certification
- General Education vs. Special Education certification requirements
- [Memos](#)

Nonpublic School Teachers

- A teacher shall hold the certificate as provided for in COMAR 13A.12.02
- A teacher providing instruction in an Adult Basic Education or Pre-GED program, or both, shall hold a valid certificate
- A teacher providing instruction in a GED TESTS preparation program shall hold at least one of the following:
 - Bachelor's degree OR
 - 120 semester hours of college credit OR
 - Bachelor's degree equivalent determined by foreign evaluation

Nonpublic School Education Director

- Gen Ed K-12 Requirements
 - Maryland professional certificate in Admin I or Admin II; or
 - Maryland professional teaching certificate in elementary or secondary education AND 3 years of satisfactory teaching experience
- SpEd PreK-12 Requirements
 - Maryland professional certificate in Special Education Supervisor; or
 - Admin I/II AND Generic Special Education; or
 - Teaching certificate in Generic Special Education AND 3 years of satisfactory teaching experience

Nonpublic School Education Director

- Gen Ed/SpEd Combined Requirements
 - Must meet certification for both Gen Ed and SpEd certification requirements; or
 - Have 2 directors, one for SpEd and one for Gen Ed

Navigating Code of Maryland Regulations (COMAR)

- COMAR 13A.12- Certification
- Six Chapters:
 - General Requirements
 - Teacher Transcript Analysis Requirements
 - Specialists
 - Administrators
 - Suspensions and Revocations
 - Professional Standards Teacher Education Board

Types of Certificates

- Conditional – 2 years (1 renewal)
- Professional Eligibility Certificate – 5 years
- Standard Professional I – 5 years
- Standard Professional II – 5 years
- Advanced Professional Certificate– 5 years
- Resident Teacher Certificate- 2 years (no renewal)

Reading your Certificate

		MARYLAND EDUCATOR CERTIFICATE	
<p>Sample T. Sample</p> <p><i>is issued this certificate on the basis of having met the legal requirements in the State of Maryland.</i></p>			
<u>EDUCATOR ID</u>	<u>HIGHEST DEGREE</u>	<u>TYPE</u>	<u>VALID</u>
7583	Doctorate	Advanced Professional Certificate	7/1/2018 - 6/30/2023
<u>CERTIFICATION AREAS</u>			
Administrator I			
Administrator II			
Biology 7-12			
Chemistry 7-12			
Superintendent			
<u>ANCILLARY CREDITS</u>			
Reading 6			
Special Education			
<p>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.</p>			<p>Given at Baltimore, Maryland, by</p>  State Superintendent of Schools

Navigating the Website

The screenshot shows the Maryland State Department of Education website. At the top, there is a navigation bar with links for Maryland.gov, Phone Directory, State Agencies, Online Services, and Translate. Below this is a banner image of diverse students with the department's logo and a search bar. A green navigation bar contains links for HOME, DIVISIONS/PROGRAMS, STATE BOARD, NEWSROOM, and ABOUT US. The main content area is divided into three columns:

- ABOUT US**
 - Directory
 - MSDE Org Chart (pdf)
 - MSDE Privacy Statement
 - Offices & Divisions
 - School Systems
 - Regulations
- School Effectiveness**
 - Office Of The Deputy For School Effectiveness
 - Educator Effectiveness
 - Educator Certification
 - Interscholastic Athletics (MPSSAA)
 - Local Finance Reporting Office
 - Juvenile Services Education Program
 - Office of Pupil Transportation/Emergency Management
 - School and Community Nutrition
- Educator Certification**
 - Getting Started**
 - How to Apply for Maryland Certification
 - Create an Educator Portal Account
 - Expedited Certification for Veterans and Their Spouses
 - Who Must Take the Tests?
 - How much will I pay?
 - Certification FAQ
 - Teachers, Administrators, and Specialists**
 - Certification Types
 - Certification Areas
 - Renewing Your Certificate
 - Reinstating Your Certificate
 - Adding an Endorsement
 - Reading Requirements
 - Teach MD Incentives
 - Request a Copy of Your Certificate
 - Public Librarians**
 - Maryland Certification
 - Request a Copy of Your Certificate

On the right side of the Educator Certification section, there is a text block: "To access your certification account, visit the Educator Portal." Below this, a red text block states: "If you are employed as a teacher, administrator, or specialist by a MD public school system, nonpublic special education facility, the Archdiocese of Baltimore or Washington, or a MD State Institution, please contact your employer to discuss your certification needs." Further down, the **Certification Call Center** information is provided: 410-767-0412, 866-772-8922, and operating hours: Monday, Wednesday, Thursday, and Friday from 8:00 am to noon and 12:15 pm to 4:15 pm; Tuesday from 8:00 am to noon and 12:15 pm to 5:45 pm, except for State holidays. At the bottom of this section, there is a link for **Maryland Certificate Revocations** with the text: "Revocation information is updated on a ...".

Routes to Maryland Certification

- Approved Programs
 - Traditional
 - Alternative
- Professional Experience
- Transcript Analysis
- National Board Certification

Approved Programs-Maryland Approved Program (MAP) Graduates

What do I need to submit?

- 42 application
- Official transcript with conferred degree and MAP statement of completion
- MD tests
- Educator application
- CJIS documentation

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

What do I need to submit?

- 42 application
- Official transcripts (to include a conferred BA or higher)
- MD tests
- Educator application
- CJIS documentation

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

- What do I need to submit?
 - 42 application
 - Official transcripts
 - Out-of-state professional certificate (in area of program)
 - Qualifying test scores from state that issued certificate OR verification of two years of full time satisfactory out-of-state experience (in area of program)
 - Educator application
 - CJIS documentation

Approved Professional Experience

What do I need to submit?

- 42 application
- 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 in the certification area being sought
- Official transcript showing the conferral of a BA
- Educator application
- CJIS documentation

Transcript Analysis

What do I need to submit?

- 42 application
- Official transcript/s to include the conferral of a BA degree
- Test scores (if available)
- Educator application
- CJIS documentation
- A conditional certificate will be issued with an evaluation. Once all requirements are met, a professional certificate will be issued

Transcript Analysis- Evaluations

- All specialists and administrator areas have additional experience and/or education requirements that require an evaluation
- Only those teachers who do not qualify via another route require a transcript analysis evaluation
- The applicant shall present verification of satisfactory completion of outlined requirements (courses, experience, 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](#)
- All transcript analysis requirements are outlined in COMAR 13A12.02-.04

Maryland Testing Requirements

- May be found at www.mdcert.org
- Basic Skills required for all teaching areas
- Content and Pedagogy required for most teaching areas (see website)
- Some specialists and administrators (e.g., Administrator II; School Psychologist)
- Test exemption
 - Experienced Professional
 - Out of state program completer with an out of state certificate and:
 - Out of state test scores; or
 - 2 years of experience
 - National Board Certification

Basic Skills Testing Workgroup

- Survey findings
- Pass rates
- Workgroup established to study what is working to improve collective pass rates
- Future Steps

Basic Skills Test Resources and Community Practices

- Recommended preparation resources
 - ETS Khan Academy portal
 - ETS Interactive tests
 - Core Math Made Easy
- Blackboard site or online library
- Preparation course on catalog; integrated math

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.
- 3 years of satisfactory experience (SPC II and APC)-Renewals Only
- 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/
reinstatement (exception- blind/VI teachers)

CEU Requirements for Common Licenses

- Social Workers: 40 hours per 2 year DHMH license
- School Counselors: 100 hours for a 5 year National Board for Certified Counselors (NBCC) certificate
- School Psychologists: 5 hours for a 3 year national Association of School Psychologists (NASP) certificate

Renewal Requirement- School Counselors

- On October 6, 2016, regulations were adopted that established additional renewal/reinstatement requirements for school counselors
- Policy allows school counselors who currently hold a valid certificate one full renewal cycle prior to having to meet this requirement.
- All certificates issued on or after January 1, 2017 must present this requirement (including those who accelerate a renewal)
- Those who reinstate an expired MD certificate after July 1, 2021 must present the coursework outlined in the regulation
- Must be met at every renewal

Renewal Requirement- School Counselors

A minimum of one semester hour of coursework, or one CPD, or an equivalent number of CEUs (1.5) that addresses ALL of the following:

(a) The need for intervention or referral in response to indicators of mental illness and behavioral distress, including, but not limited to:

- Depression;
- Trauma;
- Violence;
- Youth Suicide; and
- Substance Abuse.

(b) The identification of professional resources and best practices for distributing resources to parents or guardians to help students in crisis.

Blind/Visually Impaired Renewal Requirements

- 1st renewal
 - Present a qualifying score on a MSDE approved test of Braille competency before the expiration of the initial professional certificate and 6 semester hours of course work (TEST HAS NOT YET BEEN ADOPTED)
- Subsequent renewals
 - 6 semester hours of course work from a regionally accredited college/university or MD approved Continuing Professional Development credits or Continuing Education Units (CEUs) which must include maintenance of knowledge of Braille code

Continuing Professional Development Credits (CPDs)

- Must be MSDE Approved (look for MSDE CPD number)
- Must submit MSDE CPD form given to educator upon completion by instructor
- MPT Thinkport
- MSDE Blackboard
- Local School Systems

Senior Teacher Waiver- Renewal

- Renewal requirements for any professionally certificated employee may be waived without regard to COMAR 13A.12.01.11 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
- May not use to waive school counselor and blind/VI specific renewal requirements

Endorsements- Teachers

- Teaching endorsements may be added to an existing teaching certification via:
 - Credit count
 - OR
 - Test
 - Praxis II Content
 - ACTFL Content (world languages)
- Endorsements must be requested- sending test scores alone will not result in an endorsement
- To add a specialist/administrator area to a teaching certification, must meet requirements outlined in **COMAR**

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

Endorsements- Specialists and Administrators

- To add a specialist/administrator area to a teaching certification, must meet requirements outlined in COMAR 13A.12.03 (Specialists) or 13A.12.04 (Administrators)
- To add a teaching area to a specialist or administrator certification, must meet the requirements for an initial teaching certificate outlined in COMAR 13A.12.01.04 (Routes to Certification)

Career and Technical Education (CTE)- Areas of Certification

- Teachers of Professional Technical Education (PTE) in schools offering a true CTE program 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 the appropriate area of PTE
- The MSDE Division of Career and College Readiness oversees Career and Technology Education programs

Special Education Ancillary Credit

- All Specialists and Administrators require 3 semester hours in special education as part of the qualifications for certification
- Currently, this requirement may be satisfied at the time of renewal (via policy)

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 fulfill the reading requirements

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:		
<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>				
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, EdMedia Associate, EdMedia Generalist, EdMedia Specialist <input type="checkbox"/> Special Education: 6-Adult SPD, Visually Impaired or Deaf and Hard of Hearing		
MET NEEDED* <input type="checkbox"/> <input type="checkbox"/> 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.		MET NEEDED* <input type="checkbox"/> <input type="checkbox"/> Teaching Reading in the Content Area Part I (taken prior to 7/1/2020) Introduces teachers to assessment of reading, cognitive strategies in reading, incorporating reading skills through student-centered instruction, intrinsic/extrinsic motivation.		
<input type="checkbox"/> <input type="checkbox"/> Methods of Reading Instruction Shows teachers how to use a balanced program of phonics, semantics, and syntactics in teaching reading.		OR Teaching Literacy in the Content Area Part I Emphasizes a well-grounded and widely-accepted theoretical framework of deep, concentrated instruction related to literacy proficiency for all students on the educational and linguistic spectrum.		
<input type="checkbox"/> <input type="checkbox"/> 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.		<input type="checkbox"/> <input type="checkbox"/> Teaching Reading in the Content Area Part II (taken prior to 7/1/2020) Expands on Part I, enabling teachers to apply theories, strategies, and practices in daily classroom instruction.		
<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.		OR Teaching Literacy in the Content Area Part II Emphasizes the delivery of classroom instruction based on a well-grounded and widely-accepted theoretical framework of deep, concentrated instruction related to literacy proficiency for all students on the educational and linguistic spectrum.		
<input type="checkbox"/> Requirements Satisfied		<input type="checkbox"/> Requirements Satisfied		
<small>* The Reading Course can be met through MSDE CPD credit.</small>				
<small>If you need more than 6 credits in reading, you will have two full validity periods to complete the requirements as long as you present 6 credits each validity period until the requirements are met. If you need 6 or fewer credits, you will have one full validity period to complete the requirements.</small>				
<small>A list of the Maryland Approved Reading Courses can be found at http://marylandpublicschools.org/about/Pages/DE/CE/Location/Reading-Requirements.aspx </small>				
<small>Comments:</small>				

Rev 11.6.2017

Practice Activity



Submitting Documents to MSDE

- US Mail:

MSDE Certification

200 West Baltimore St.

Baltimore, MD 21201

- Electronically:

certdocuments.msde@maryland.gov

Subject Line: 42 APP: 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

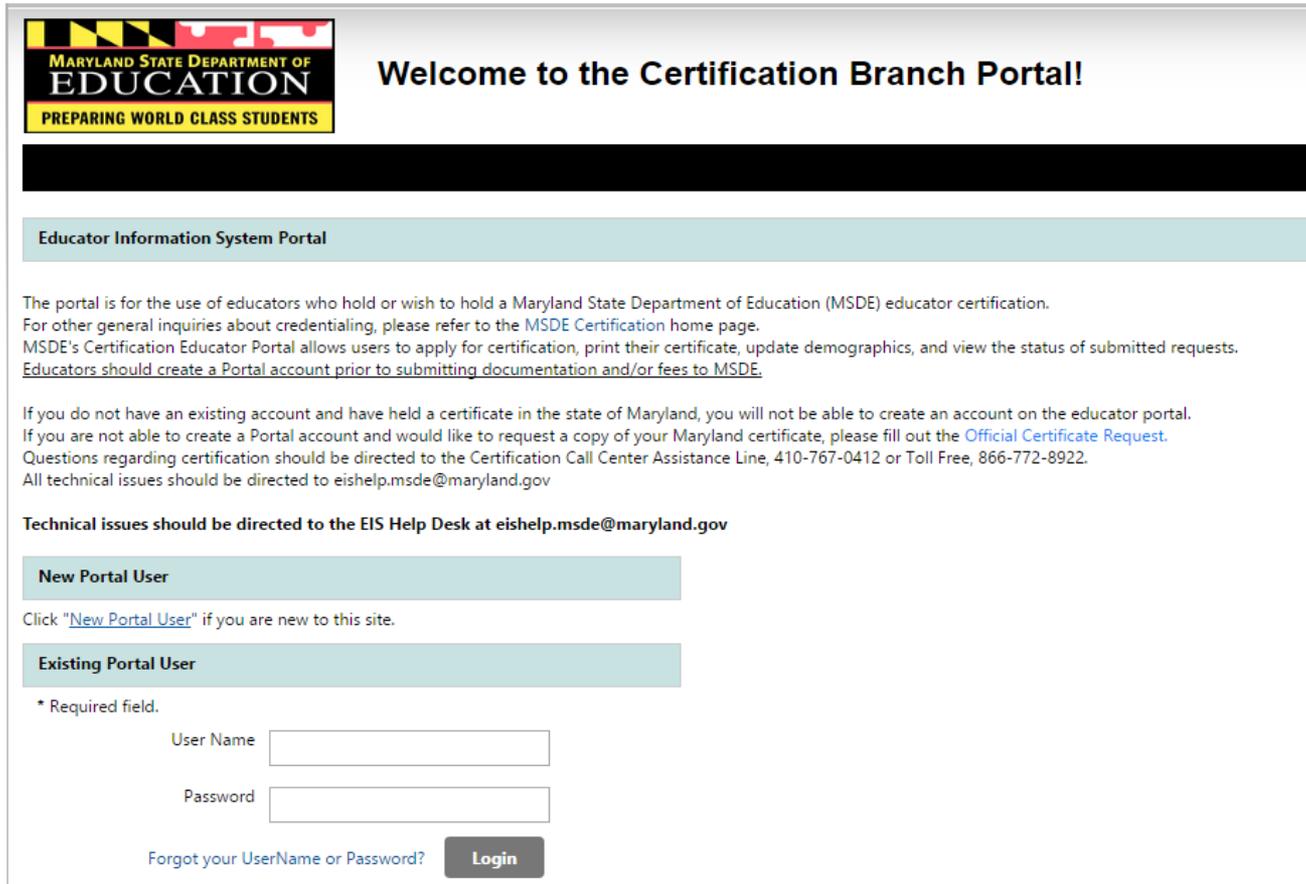
Common Mistakes

- 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

FAQs

- 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



MARYLAND STATE DEPARTMENT OF EDUCATION
PREPARING WORLD CLASS STUDENTS

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?](#)

Technical Assistance- eishelp.msde@maryland.gov

Questions?

