

Q: How do I know if a CPD course is blended or asynchronous?

- A asynchronous course has 80% or more of its total instruction delivered asynchronously. A blended course has asynchronous instruction but for fewer than 80% of its total hours. Page 3 of the application provides a tool to make this determination.

Q: Can Google Meet or Zoom count as synchronous content?

- Yes, provided the course sessions through Google Meet or Zoom are being conducted live and in real time. The synchronous content is face-to-face instruction, which does include the use of video-conferencing software.

Q: My organization has an annual workshop/conference, can I submit it for approval as a CPD course?

- No, however per COMAR 13A.12 (2023), attending or presenting at a professional conference, which is defined as a workshop, institute, or seminar of 4 or more hours that contributes to ongoing, sustained, and high-quality professional development can be used toward the accrual of [professional development points](#).

Q: What are the minimum and maximum number of CPD credits that one can request?

- The minimum is 1 credit, and the maximum is 5 credits per CPD course.

Q: How many professional development points is 1 CPD credit?

- The ratio is 1 CPD credit equals 15 professional development points.

Q: Can a CPD course request a range of credits based on completion of varying activities?

- Yes. One can note the requested credits and justify the reason in the application form. Applications should clearly identify how participants may earn the different number of credits across the range requested.

Q: Approximately how long does the CPD course evaluation process for a new application or a renewal take?

- The review process takes approximately six to eight weeks.

Q: After submitting my course for evaluation how will I receive feedback from MSDE?

- After your course has gone through evaluation you will receive an email from an MSDE Educator Preparation Coordinator notifying you of the status of your submission.

Q: What is the required digital accessibility level for CPD courses?

- CPD courses must adhere to the Web Content Accessibility Guidelines ([WCAG 2.1 Level AA](#)). Course providers assume full responsibility for ensuring accessibility of asynchronous content. Asynchronous and blended courses shall document appropriate steps on page 7 of the application.

Q: How much is the cost associated with course reviews? How do I make that payment?

- There are no costs for the course reviews for face-to-face or blended courses. However, asynchronous courses are required to submit their course for a full digital accessibility review by the MSDE content accessibility office which does have an associated cost.
- For [digital accessibility reviews](#), the cost will be four hundred and thirty dollars (\$430.00) for each online course accessibility review (local school systems and state affiliates are exempt from this fee). Payment should be made directly to the digital accessibility review team at the MSDE.

Q: What is the definition of a state affiliate to be exempt from the digital accessibility fee?

- State affiliates are defined as Maryland’s public two-year and four-year colleges and universities. Maryland’s local school systems are also exempt from the digital accessibility fee.

Q: Is there a limit to the number of applications that can be submitted for evaluation at any one time?

- No. However, it is recommended that a provider does not submit more than five (5) courses at one time to ensure the provider receives timely service and feedback.

Q: What items might be needed in the course curriculum materials?

- The intent is for course providers to include all core information (standards, learning activities, and evaluation plan) within the application. All supplemental documents should be separate from the main application.
- College or non-degree courses should attach the syllabus.

Q: What if the content area of my CPD does not have affiliated standards?

- In the instance where the content area of a CPD does not have affiliated standards, providers are asked to align to the 2022 [Learning Forward Standards](#)