

TO: Members of the State Board of Education

FROM: Carey M. Wright, Ed.D., State Superintendent of Schools

DATE: March 25, 2025

SUBJECT: 13A.12.01.04 *Issuance and Types of Licenses*
13A.12.04.02 *Licenses for Specialists*
13A.12.05.02 *Licenses for Administrators and Supervisors*
Permission to Publish Amendments



Purpose

The purpose of this item is to request permission to publish amendments to the Code of Maryland Regulations (COMAR) 13A.12.01.04 *Issuance and Types of Licenses*, 13A.12.04.02 *Licenses for Specialists*, and 13A.12.05.02 *Licenses for Administrators and Supervisors*.

Background

Under Maryland law, the Professional Standards and Teacher Education Board (PSTEB) shares joint authority with the State Board of Education (SBOE) to develop regulations governing teacher certification and preparation. When the PSTEB initiates a regulatory change, the SBOE must also review the proposed regulation. If a majority of the SBOE members approve of the regulation, the regulation promulgation process continues.

After the PSTEB and SBOE vote to approve a regulation, the proposed regulation is sent to the Administrative, Executive, and Legislative Review Committee (AELR) for a 15-day review period. If the AELR Committee does not hold up the proposed regulation for further review, it is published in the Maryland Register for a 30-day public comment period. At the end of the comment period, Maryland State Department of Education (MSDE) staff reviews and summarizes the public comments, which are presented to both boards. Thereafter, MSDE staff will present a recommendation to both the PSTEB and SBOE to either: (1) adopt the regulation in the form it was proposed; or (2) revise the regulation and adopt it as final because the suggested revision is not a substantive change; or (3) withdraw the regulation and re-propose it because the suggested revision is a substantive change. At any time during this process, the AELR Committee may stop the promulgation process and hold a hearing. Thereafter, it may recommend to the Governor that the regulation not be adopted as a final regulation or the AELR Committee may release the regulation for final adoption. The PSTEB and SBOE would then vote to formally adopt the regulation.

Executive Summary

PSTEB members shared concerns regarding the three-credit special education coursework requirement for the initial licensure of specialists and administrators. Specifically, local education agencies and nonpublic schools have difficulty hiring specialists and administrators who qualify for licensure except for having three

semester hours of credit in special education. As a result of those discussions, the Maryland State Department of Education (MSDE) was asked to provide regulatory amendments that expanded the Temporary Professional License to those individuals applying for a specialist or administrator licensure area to allow them two years to complete the special education coursework. PSTEB granted permission to publish these amendments on February 13, 2025.

Action

The MSDE is requesting permission to publish amendments to COMAR 13A.12.01.04 *Issuance and Types of Licenses*, 13A.12.04.02 *Licenses for Specialists*, and 13A.12.05.02 *Licenses for Administrators and Supervisors*.

Attachments

13A.12.01.04 *Issuance and Types of Licenses*

13A.12.04.02 *Licenses for Specialists*

13A.12.05.02 *Licenses for Administrators and Supervisors*

13A.12.01.04

.04 Issuance and Types of Licenses.

A. Application Procedure.

- (1) To obtain licensure in a specific area, an applicant, or local school system on behalf of the applicant, shall submit an application and documentation as required by the Department.
- (2) The Department or its designee shall evaluate the application and documentation and if the applicant satisfies the requirements, the Department shall issue the license.
- (3) An applicant shall present transcripts verified to the satisfaction of the Department.
- (4) An applicant shall present test scores to the Department in one of the following ways:
 - (a) Directly from the testing company;
 - (b) By notation on an official transcript;
 - (c) By verification from a college or university;
 - (d) By verification from a state department of education; or
 - (e) With the applicant's original score report or a copy of the score report verified to the satisfaction of the Department.
- (5) The Department shall maintain the file of an applicant for licensure who is not eligible for a license for 1 year from the date of the last correspondence, after which time the applicant may reapply.
- (6) It is the responsibility of the licensed individual to maintain the validity of the license and to provide the Department with current information including name, email address, mailing address, and phone number.

B. Fee. The fee for the initial issuance and renewal of a license is provided in Education Article, §6-704(b), Annotated Code of Maryland, and the individual seeking issuance or renewal shall pay the Department by money order, certified check, cashier's check, or electronic payment.

C. Types of Educator Licenses.

- (1) Conditional License. The conditional license is a nonrenewable license valid for a period not to exceed 5 years issued only for licenses under COMAR 13A.12.02.02 and 13A.12.03.02.
- (2) Conditional Special Education License. The conditional special education license is a nonrenewable license valid for a period not to exceed 3 years issued only for licenses under COMAR 13A.12.02.02.
- (3) Resident Teacher License. The Resident Teacher license is valid for a period not to exceed 3 years issued only for licenses under COMAR 13A.12.02.02F.
- (4) Temporary Professional License. The Temporary Professional License is a nonrenewable license valid for a period not to exceed 2 years and issued only for licenses under COMAR 13A.12.02.02, 13A.12.03.02, and 13A.12.04.02.
- (5) Initial Professional License. The Initial Professional License is a renewable license valid for a period not to exceed 5 years.

(6) Professional License. The Professional License is a renewable license valid for a period not to exceed 5 years.

(7) Advanced Professional License. The Advanced Professional License is a renewable license valid for a period not to exceed 5 years.

(8) Adjunct Teacher License. The Adjunct Teacher License is a renewable license valid for a period not to exceed 1 year issued only for licenses under COMAR 13A.12.02.02 and 13A.12.03.02.

(9) Montessori Professional License.

(a) The Montessori Professional License is valid for an indefinite period.

(b) The Montessori Professional License may be issued to an individual who teaches students in a Montessori school and meets the eligibility criteria in 13A.12.02.02H.

(c) An individual with a Montessori Professional License may not teach students in a public school that is not a Montessori school unless the individual meets the requirements relating to licensure of public school teachers.

D. A historic Maryland license may not be issued as an initial license.

E. Effective Dates of Licenses.

(1) Issuance of a License. The Department shall issue a license to an applicant with the following effective dates:

(a) If the license was issued from January 1 through June 30, the effective date of the license is January 1; and

(b) If the license was issued from July 1 through December 31, the effective date of the license is July 1.

(2) Multiple Licenses. Educators may hold multiple licenses.

(3) Endorsements.

(a) An individual who meets the qualification for initial licensure may add additional endorsements to the existing license.

(b) The validity period for an endorsement is the same as the initial license.

(c) The Department shall renew the endorsement when the initial license is renewed.

(4) An educator who adds an additional license or endorsement to an existing license is not required to amend the Individualized Professional Development Plan or present additional renewal requirements during the current validity period.

(5) An educator who meets the eligibility requirements to advance to the Professional License or Advanced Professional License under COMAR 13A.12.02.02, COMAR 13A.12.03.02, COMAR 13A.12.04.02, or COMAR 13A.12.05.02 shall retain all of the endorsements listed on the existing license.

F. Deactivate a License or Teaching Endorsement.

(1) An educator may request, in writing, to deactivate a license or teaching endorsement.

(2) The educator shall meet the current regulatory requirements if the educator wishes to hold that license and/or teaching endorsement in the future.

(3) An educator may not request the deactivation of a license to avoid disciplinary action.

G. Licensure Plan.

(1) A licensure plan may be issued to an applicant who does not meet the qualifications for a license.

(2) A licensure plan is effective for a 5-year period.

(3) If an applicant fails to satisfy the requirements for a professional license within the 5-year period, the applicant shall meet the requirements of the current applicable regulation.

13A.12.04.02

.02 Licenses for Specialists.

A. Types of Specialist Licenses.

(1) Temporary Professional.

(a) The Temporary Professional License is valid for 2 years and may not be renewed.

(b) A local school system, State-operated school, or nonpublic school approved under COMAR 13A.09.10 may request a Temporary Professional License for an applicant who does not meet the renewal requirements of a professional license.

(c) If an applicant under Regulation .11 of this chapter has not completed three semester hours or obtained three State-approved CPD credits in special education coursework, but otherwise meets the requirements for initial licensure, a local school system, State-operated school, or nonpublic school approved under COMAR 13A.09.10 may request a Temporary Professional License for the applicant.

(2) Initial Professional.

(a) The Initial Professional License is valid for 5 years and may be renewed should the license holder meet the renewal requirements under Regulation .13 of this chapter.

(b) An applicant who has met the requirements of one of the pathways to licensure under Regulations .03—.12 of this chapter is eligible for an Initial Professional License.

(3) Professional.

(a) The Professional License is valid for 5 years and may be renewed should the license holder meet the renewal requirements under Regulation .13 of this chapter.

(b) An applicant who has met the requirements of one of the pathways to licensure under Regulations .03—.12 of this chapter is eligible for a Professional License if the applicant submits documentation:

(i) Verifying 3 years of effective performance **[as a specialist]**; and

(ii) Demonstrating completion of a Maryland induction program, if applicable.

(4) Advanced Professional.

(a) The Advanced Professional License is valid for 5 years and may be renewed should the license holder meet the renewal requirements under Regulation .13 of this chapter.

(b) An applicant who has met the requirements of one of the pathways to licensure under this chapter is eligible for an Advanced Professional License if the applicant meets the requirements for the Professional License under §A(**[2]3**) of this regulation and submits documentation demonstrating that the applicant has:

(i) A master's degree or higher;

(ii) At least 30 semester hours of post baccalaureate credit; or

(iii) A National Board Certificate issued by the National Board for Professional Teaching Standards.

B. The Department shall evaluate credits from institutions in other countries for comparability of degree and coursework by an independent agency authorized to analyze foreign credentials and designated by the Department. The evaluation is conclusive for the Department.

13A.12.05.02

.02 Licenses for Administrators and Supervisors.

A. Types of Administrator/Supervisor Licenses.

(1) Initial Professional.

(a) The Initial Professional License is valid for 5 years and may be renewed should the license holder meet the renewal requirements under Regulation .15 of this chapter.

(b) An applicant who has met the requirements of one of the pathways to licensure under Regulations .03—.12 of this chapter is eligible for an Initial Professional License.

(2) Professional.

(a) The Professional License is valid for 5 years and may be renewed should the license holder meet the renewal requirements under Regulation .15 of this chapter.

(b) An applicant who has met the requirements of one of the pathways to licensure under Regulations .03—.12 of this chapter is eligible for a Professional License if the applicant submits documentation:

(i) Verifying 3 years of effective [administrative or supervisory] performance; and

(ii) Demonstrating completion of a Maryland induction program, if applicable.

(3) Advanced Professional.

(a) The Advanced Professional License is valid for 5 years and may be renewed should the license holder meet the renewal requirements under Regulation .13 of this chapter.

(b) An applicant who has met the requirements of one of the pathways to licensure under this chapter is eligible for an Advanced Professional License if the applicant meets the requirements for the Professional License under §A(2) of this regulation and submits documentation that the applicant has:

(i) A master's degree or higher;

(ii) At least 30 semester hours of post baccalaureate credit; or

(iii) A National Board Certificate issued by the National Board for Professional Teaching Standards.

B. The Department shall evaluate credits from institutions in other countries for comparability of degree and coursework by an independent agency authorized to analyze foreign credentials and designated by the Department. The evaluation is conclusive for the Department.