

## MD Teacher Certification - Frequently Asked Questions

<p><b>Who must hold a teaching certificate in Maryland?</b></p>	<p>Every teacher, specialist, administrator, and supervisor must hold a valid MD certificate to be employed in a public school system in Maryland. All initial certificates and renewals are issued with the effective date of either January 1 or July 1.</p>															
<p><b>What are the types of certificates, what is the validity period for each and is there a limit to the number of each type of certificate a teacher might have?</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 20px;"> <thead> <tr> <th style="padding: 5px;">TYPE OF CERTIFICATE</th> <th style="padding: 5px;">VALIDITY PERIOD</th> <th style="padding: 5px;">LIMIT</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Conditional</td> <td style="padding: 5px;">2 years</td> <td style="padding: 5px;">2</td> </tr> <tr> <td style="padding: 5px;">Standard Professional I</td> <td style="padding: 5px;">5 years</td> <td style="padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Standard Professional II</td> <td style="padding: 5px;">5 years</td> <td style="padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">Advanced Professional</td> <td style="padding: 5px;">5 years</td> <td style="padding: 5px;">unlimited</td> </tr> </tbody> </table> <p>For more detailed information, see the <a href="#">Certification Chart</a>.</p>	TYPE OF CERTIFICATE	VALIDITY PERIOD	LIMIT	Conditional	2 years	2	Standard Professional I	5 years	1	Standard Professional II	5 years	1	Advanced Professional	5 years	unlimited
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<p><b>What is the TEACH Portal and how do I access my account?</b></p>	<p>The TEACH Portal is the The Educator Application and Certification Hub, where MSDE manages Maryland Educator Certifications including initial certifications, renewals, reinstatements, adding endorsements, and name changes.</p> <p>Educators may only have ONE application in progress at a time.</p> <p><a href="#">The TEACH Applicant Guide</a> provides clear guidance on navigating the system.</p>
<p><b>How do I renew my Conditional Certificate?</b></p>	<p>To get a second Conditional Certificate, a teacher must complete a minimum of 12 credits listed on the conditional evaluation and must meet the Maryland qualifying score on the Praxis I Basic Skills assessment.</p> <p>If the original conditional evaluation requires fewer than 12 credits, all requirements including the required Praxis I and Praxis II tests must be completed during the two-year validity period of the first certificate.</p> <p>Within 90 days prior to your expiration date, submit an application in the TEACH Portal to "Renew My Unexpired Certificate."</p>
<p><b>How do I renew my Standard Professional I Certificate?</b></p>	<p>Complete a total of 6 credits, reading credits if you still need them, during the five-year validity period. Since you will have a total of ten years to complete your master's degree or master's equivalency, you will probably want to take more than just the 6 required credits. You also must have a minimum of three years of</p>

	<p>successful teaching experience during the validity period of your certificate.</p> <p>Within 90 days prior to your expiration date, submit an application in the TEACH Portal to "Renew My Unexpired Certificate."</p>
<p><b>How do I renew my Standard Professional II Certificate?</b></p>	<p>By the end of the five-year validity period of your Standard Professional II certificate, you must complete either a master's degree or master's equivalency (36 credits, including a minimum of 21 graduate credits). You also must have a minimum of three years of satisfactory teaching experience during the validity period of your certificate.</p> <p>Within 90 days prior to your expiration date, submit an application in the TEACH Portal to "Renew My Unexpired Certificate."</p>
<p><b>What must I do to renew my Advanced Professional Certificate?</b></p>	<p>You must complete a total of 6 credits and/or equivalent units during the five-year validity period of each Advanced Professional Certificate. You also must have a minimum of three years of satisfactory teaching experience during the validity period of each certificate.</p> <p>Within 90 days prior to your expiration date, submit an application in the TEACH Portal to "Renew My Unexpired Certificate."</p>
<p><b>What courses are acceptable for certificate renewal?</b></p>	<p>All coursework must be taken at a regionally accredited college or university or through MSDE and must be age/grade</p>

	<p>appropriate and related to education in general or your certification area.</p>
<p><b>What is a Professional Development Plan? Must I complete one?</b></p>	<p>A Professional Development Plan is a plan developed by a certificate holder with his/her supervisor indicating professional development plans for the upcoming school year and is required by MSDE for certificate renewal. The PDP for most FCPS certificate holders is included in the current evaluation system and is kept on file at the school. Only administrators must complete the 5-year PDP on the appropriate form at the beginning of each certificate validity period.</p>
<p><b>Who is responsible for renewing my certificate?</b></p>	<p>You are responsible for keeping track of your current certificate and its validity period. You need to keep track of the coursework that you complete and be sure to send official transcripts to <a href="mailto:courseapproval@fcps.org">courseapproval@fcps.org</a> for all college coursework completed in order for our certification team to update your profile. You can access your Professional Education Profile at <a href="#">FCPS Employee Self Service Portal</a>.</p> <p>MSDE credits taken within FCPS are automatically sent to The Department of Professional Learning and will be updated on your Professional Education Profile accordingly. For more information on MSDE credits, <a href="#">click here</a>.</p>

<p><b>Is there a fee to renew my certificate? How do I pay it?</b></p>	<p>Each certificate renewal requires a \$10 fee, but the addition of a certification area costs nothing. Fees are deducted from the educator's paycheck once the renewal is processed and MSDE invoices FCPS for the amount.</p>
<p><b>How may I add a certification area to my certificate?</b></p>	<p>You may add a teaching certification area by completing 30 credits in a particular certification area or by passing the appropriate test(s) for a specific certification area with a Maryland qualifying score. <a href="#">Click here to access the complete list of Praxis tests</a> and <a href="#">click here to access the list of accepted ACTFL tests and required scores</a>.</p> <p>Specialist certifications (Media, Guidance, Reading Specialists, etc.) and Administrator certification require a course by course evaluation or the conferral of a master's degree in the appropriate area. To request an evaluation, in the TEACH Portal, under Online Services, select "I do not qualify but would like to request a review of my credentials."</p>
<p><b>What are the possible Areas of Certification?</b></p>	<p>Please see the <a href="#">table of certification areas</a>. If you would like an evaluation of your coursework for any of these certification areas, please</p>
<p><b>How and when do I get my actual certificate?</b></p>	<p>You can print your certificate from the TEACH Portal whenever you wish. Certificates cannot be printed until the date they are issued. To do so, access your</p>

	<p>account in the <a href="#">TEACH Portal</a>. You need to set up an account the first time you access the site. After that, you simply need your username and the password you created on the site when you registered.</p> <p>On the Certificate Tab, you can preview and download your certificate to print.</p>
<p><b>What is the Senior Teacher Waiver and how do I know if I am eligible for it?</b></p>	<p>According to COMAR 13A.12.01.14B.(1)(2), a teacher who has 25 years of experience in public education or is 55 years of age may request the Senior Teacher Waiver for certificate renewal. That means that the teacher is exempted from taking the 6 credits to renew his/her Advanced Professional Certificate and is not held to the reading or special education required courses that have not yet been met.</p> <p>School Counselors that acquire Senior Teacher Waiver Status are still required to complete one Lauryn's Law credit each renewal cycle for certification.</p> <p>To request a review of your credentials to confirm eligibility for Senior Teacher Waiver, please complete the <a href="#">Senior Teacher Waiver Eligibility Form</a>. You will receive a follow-up email regarding your status once the review is complete.</p>
<p><b>Professional Learning Experience Units being replaced by MSDE</b></p>	<p>Effective July 1, 2017, Professional Learning Experience Units (PLUs) are being phased out and replaced with "<a href="#">MSDE</a></p>

<p><b>Credit for Specialized Learning Experiences</b></p>	<p><a href="#">Credit for Specialized Learning Experiences"</a></p>
<p><b>What are the requirements to earn MSDE Credit for Specialized Learning Experiences?</b></p>	<ul style="list-style-type: none"> <li>● Requests must be made prior to engaging in the PL experience to gain prior approval.</li> <li>● The professional learning experience must occur outside of the regular workday.</li> <li>● The experience must be a minimum of 15 hours (may be a combination of "seat time" and submitted evidence of implementation/learning). <ul style="list-style-type: none"> <li>○ 15-29 hours = 1 credit</li> <li>○ 30-44 hours = 2 credits</li> <li>○ 45 + hours = 3 credits</li> </ul> </li> <li>● You may not request approval for the same experience more than one time.</li> </ul>
<p><b>How do I submit a request for pre-approval for a Specialized Learning Experience?</b></p>	<p>Before beginning the experience, submit your <a href="#">Request for MSDE Credit for Specialized Learning Experiences</a>.</p>
<p><b>Where do I submit my renewal credits?</b></p>	<p><b>MSDE credits taken within Frederick County</b> are handled and processed by the Department of Professional Learning. MSDE completion transcripts will remain in your Unified Talent Portal. The DPL will update your Professional Education Profile.</p> <p><b>MSDE credits taken outside of FCPS</b> are handled and processed by the Department of Professional Learning. Upload verifying</p>

	<p>completion transcripts to your Unified Talent Portal. Contact <a href="mailto:professional.learning@fcps.org">professional.learning@fcps.org</a> with further questions.</p> <p><b>College Coursework</b> that populates on an official college transcript is handled and processed by the Department of Human Resources. Submit to <a href="mailto:courseapproval@fcps.org">courseapproval@fcps.org</a></p>
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Can't find the answer to your question on this page, or have a follow up question?

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