

TEACH Portal

The Educator Application and Certification Hub

FAQ's

What is the TEACH Portal?	The TEACH Portal was created for ALL Maryland Educators to manage their certification.
How do I register?	Register through the link below. TEACH Portal
What online services are available?	<ul style="list-style-type: none">● Renew my unexpired certificate● Reinstate my expired certificate● Add an endorsement to my existing certificate● I do not qualify, but would like to request a review of my credentials● Remove an endorsement● Request a name change● Request verification of my certification● Update my highest degree
When do I apply for renewal?	You may submit your application for renewal within 90 days prior to your certificate expiration date.
Do I need to upload documents?	If you have documents to upload, it expedites the review process. If you do not have documents, but have submitted the documents (such as official transcripts, test scores, etc.) FCPS can upload the documents. If your application requires you to upload identification, you must

	upload your I.D.
<p>Why does renewal of my certificate take so long?</p>	<p>Our staff works diligently to process and manage requests of over 3,000 certified staff members. This process takes time as reviewers confirm your credentials and requirements as mandated by MSDE and COMAR Regulations. Due to the high volume of certification applications, it is not unusual for your certificate renewal to be confirmed after your expiration date. This is not cause for concern. Regardless of the date that your certificate is ISSUED, understand that the EFFECTIVE date will be immediately after your expiration date, with no lapse in your certificate as long as all renewal requirements have been met.</p> <p>While you are waiting for your certificate to become available in TEACH, please use the email notification sent from certification@fcps.org as verification of your certification status.</p>
<p>Why does my account say "pending district payment"?</p>	<p>MSDE requires a \$10 processing fee for all certification renewals. FCPS reviews and approves your renewal application, MSDE generates an invoice at the beginning of each month for all renewals processed during the previous month. Once FCPS reviews and prepares the bill within 30 days of receipt, it is sent to our financial office to get approval for the check, then it is sent certified mail to MSDE. MSDE receives the check, and then processes all of the renewals on that invoice as paid so</p>

	that the “pending payment” status is removed. This is the final step in the renewal process.
Why can't I have two applications in progress?	The TEACH Portal system allows for one application per account to be in progress at a time.
How can I get assistance in navigating the portal?	TEACH Applicant User Guide