

**Administrative Procedures for Policy #6120 (Personnel)  
Regarding the Certification or Licensure of Professional Employees**

I. Definitions

A. Types of Maryland State Department of Education (MSDE) Teaching Certificates:

1. Professional Eligibility Certificate (PEC) – valid for five years; issued to a professional who is not currently employed in a Maryland school
2. Standard Professional Certificate (SPC I or SPC II) – valid for five years; issued to a professional who meets all requirements for this certificate and is currently employed in a Maryland school
3. Advanced Professional Certificate (APC) – valid for five years; issued to a professional who meets all requirements for this certificate and is currently employed in a Maryland school
4. Conditional Degree Certificate (CDC) – valid for two years; requested by a local school system for individuals who have not completed all of the requirements for professional certification

B. Acceptable Credit – post-baccalaureate course work taken at a regionally accredited college/university or through MSDE approved Continuing Professional Development (CPD) credits, related to a teaching assignment, earned within five years immediately preceding the date on which the certificate is issued; and include required reading courses, if needed

C. Full-time, satisfactory school-related experience – professional, full-time experience as a teacher, specialist, administrator, or supervisor in a public school or accredited nonpublic school for which the overall evaluation rating is satisfactory or better

II. Purpose

A. To ensure that Calvert County Public Schools (CCPS) hires and employs professionals who hold the required MSDE certificate, including PEC, or Maryland license

III. Regulations

A. MSDE Certification Renewal Requirements

1. A certificated professional who is currently employed with CCPS and holds a CDC must submit evidence of the following to the Human Resources Department at least 90 days prior to expiration of his/her certificate to receive a professional certificate:
  - a. completion of a Maryland approved program, teacher education program, or required course work pursuant to an MSDE teaching evaluation
  - b. qualifying scores for Praxis I, ACT, SAT, or GRE, and Praxis II, if needed

2. A certificated professional who is currently employed with CCPS and holds an SPC I must submit evidence of the following to the Human Resources Department at least 90 days prior to expiration of his/her certificate to receive an initial SPC II:
  - a. 6 semester hours of acceptable credit that must include reading courses, if needed
  - b. verification of three years of full-time, satisfactory professional school-related experience
  - c. a professional development plan
3. A certificated professional who is currently employed with CCPS and holds an SPC II must submit evidence of the following to the Human Resources Department at least 90 days prior to expiration of his/her certificate to receive an initial APC:
  - a. a Master's degree in an area directly related to public education, or 36 post-baccalaureate credits (21 graduate and 15 additional graduate, undergraduate, or MSDE/CPD credits) or National Board Certification and a minimum of 12 semester hours of approved graduate credit earned after the conferral of the Bachelor's or higher degree
  - b. 6 semester hours of acceptable credit that must include reading courses, if needed
  - c. verification of three years of full-time, satisfactory professional school-related experience
  - d. a professional development plan
4. A certificated professional who is currently employed with CCPS and holds an APC must submit evidence of the following to the Human Resources Department at least 90 days prior to expiration of his/her certificate to renew his/her APC:
  - a. 6 semester hours of acceptable credit that must include reading courses, if needed
  - b. verification of three years of full-time, satisfactory professional school-related experience within five years immediately preceding the issuance of the renewed APC
  - c. a professional development plan
5. Senior Teacher Exemption
  - a. To be eligible for the Senior Teacher Exemption, a certificated professional employee must be at least 55 years old or have completed 25 years experience in a public school. This status is intended to waive certification renewal requirements while employed in a public school. Any eligible professional employee who wishes to be considered for this status must submit a written request to the Human Resources Department.

6. A certificated professional employee who holds a certificate for teaching students with visual impairments will need to submit evidence of at least one course, continuing education unit, or professional development activity indicating maintenance of Braille proficiency as part of, or in addition to, the regular renewal requirements.
7. A certificated professional employee who holds a specialist or administrator certificate and does not have an (S) on his/her certificate must complete an introduction to special education course or a course in the inclusion of special needs population as part of his/her renewal credit.
8. A certificated professional employee who does not have an (S) on his/her certificate is strongly encouraged to complete an introduction to special education course or a course in the inclusion of special needs population as part of his/her renewal credit.

**B. Reading Requirements for MSDE Certification**

1. Professional employees who hold a certificate in early childhood, elementary education, or special education (at those levels) must complete twelve (12) semester hours in the following content:
  - a. Processes and Acquisition of Reading: Explains the process of language development, including impact of phonemic awareness, and how the brain responds to reading acquisition.
  - b. Methods of Reading Instruction: Shows professionals how to use a balanced program of phonetics, semantics, and syntactics in teaching reading.
  - c. Materials for Teaching Reading: Exposes professionals to a variety of texts to be used for instruction and explains strategies for selecting and evaluating materials.
  - d. Assessment for Reading Instruction: Shows professionals how to use state, local and classroom reading assessment data to make ongoing instructional decisions.
2. Professional employees who hold a certificate in secondary education, N-12/K-12/PK-12 education, and special education (at those levels), library media specialist, education media generalist, visually impaired, or hearing impaired must complete six (6) semester hours in the following content:
  - a. Methods of Teaching Reading in the Secondary Content Area, Part I: Introduces professionals to the assessment of student reading, cognitive strategies in reading, incorporating reading skills through student-centered instruction, intrinsic and extrinsic motivation for reading.
  - b. Methods of Teaching Reading in the Secondary Content Area, Part II: Expands on Part I, enabling professionals to apply theories, strategies, and practices in daily classroom instruction.

3. A Required Reading Course Work Summary will be completed by a Certification Specialist for each certified professional at the time of renewal. The employee should follow the guidelines on the Summary.

C. General MSDE Certification Information

1. Only course work with a grade of "C" or better may be used for MSDE certification.
2. MSDE certificates are issued with either a January 1 or July 1 effective date. Any certificate issued between January 1 and June 30 shall be dated January 1. Similarly, any certificate issued between July 1 and December 31 shall be dated July 1.
3. Certificated professional employees can access their valid Maryland teaching certificate via the MSDE website at <http://www.mdcert.org>. Click on "Login here" and follow the instructions.

D. Process for Renewing MSDE Certification

1. All review and processing of MSDE certificates for CCPS employees is completed by CCPS Certification Specialists in the Human Resources Department. These Specialists are trained and authorized by MSDE to issue certificates. Employees should contact the Human Resources Department to work directly with these Specialists whenever they have questions about their certificates.
2. Certification Specialists in the Human Resources Department will contact employees whose certificates are due to expire within one year to discuss any outstanding requirements necessary for certificate renewal. However, it is the employee's responsibility to ensure he/she satisfies all certification renewal requirements prior to the expiration of his/her certificate.
3. If an employee allows his/her professional certificate to expire, then CCPS may issue a two-year CDC. This is a one-time certificate during which time the employee must complete all requirements to be eligible for a professional certificate. In addition, the following conditions will apply:
  - a. The employee will no longer be considered tenured and will be issued a Provisional Contract for Conditional Teachers
  - b. His/her employment may be terminated pursuant to regulations regarding non-tenured teachers
  - c. The employee's salary will be adjusted laterally to the negotiated Provisional Salary Scale for Teachers until such time as he/she is issued a professional certificate.
4. Any certificate changes affecting an employee's salary will be communicated to the Finance Department by the Human Resources Department. If an employee submits the required documentation for certificate renewal during the first week of a two-week pay period, then the salary change will be effective that pay period. If an employee submits the required

documentation for certificate renewal during the second week of a two-week pay period, then the salary change will be effective the next pay period.

E. Renewal of Professional Licensure

1. Licensed professional employees must satisfy all requirements set forth by the licensing agency or board in order to maintain a valid license. The employee must provide proof of continued valid Maryland licensure to the Human Resources Department.
2. The Human Resources Department will contact employees whose licenses are due to expire within one year to discuss any outstanding requirements necessary for license renewal. However, it is the employee's responsibility to ensure he/she satisfies all licensure renewal requirements prior to the expiration of his/her license.
3. If an employee allows his/her license to expire, then his/her employment with CCPS may be terminated accordingly.