



Certification Information for Certificated Personnel

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Introduction – Purpose of Booklet

This booklet is to help you better understand the certification process. We hope it provides answers to your Maryland teacher certification questions. Areas addressed are:

- Importance of knowing where your teaching certificate is located
- Clarification regarding the information on your teaching certificate
- Requirements for certificate renewal
- Acceptable credit and the process for program and course work approval
- Requirements for course work in reading
- Process for requesting an evaluation of course work needed to add an additional endorsement to your teaching certificate

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Common Acronyms & Definitions

APC	Advanced Professional Certificate
CCPS	Carroll County Public Schools
COMAR	Code of Maryland Regulation
CPD	Continuing Professional Development
ETS	Educational Testing Service
IHE	Institute of Higher Education
LSS	Local School System
MAP	Maryland Approved Program
MSDE	Maryland State Department of Education
NBPTS	National Board for Professional Teaching Standards
NCATE	National Council for Accreditation of Teacher Education
PRAXIS I & II	Teacher Certification Tests
PEC	Professional Eligibility Certificate
RC	Renewal Credit
SPC I (or SP1)	Standard Professional I Certificate
SPC II (or SP2)	Standard Professional II Certificate

Your Maryland Teaching Certificate

A Maryland teaching certificate is a **license** to teach in an accredited public school in the state of Maryland.

As with all licenses, the Maryland teaching certificate should be treated as an important document. Maintain it where it can be referenced easily, or file it in a secure, but accessible location for future reference. The certificate states, **“It is the responsibility of the holder of this certificate to know the current certification requirements and to renew this certificate prior to the expiration date.”**

Maryland teaching certificates have issuance dates of either January 1 or July 1 and expiration dates of either December 31 or June 30.

Contracted teachers and specialists employed in the public school systems of Maryland are required to hold a Maryland certificate or license. A certificate is also required of each administrator and supervisor in a position directly related to the instructional program.

The following sample certificate provides an explanation for the notations on the certificate.



EDUCATOR ID- The last four (4) digits of the certificate holder’s social security number. Some certificates may be preceded by ‘06’, which is the local school system number for Carroll County Public Schools. As of June 2015, this information is no longer utilized.

HIGHEST DEGREE- Indicates the highest degree earned or conferred. It consists of High School, Bachelor’s, Master’s, Educational Specialist, or Doctorate.

TYPE- This is the type of certificate held. Certificate types are: Professional Eligibility, Standard Professional I, Standard Professional II, Advanced Professional Certificate, Conditional Non-Degree, and Conditional Degree Certificate.

VALID- The last block indicates the validity period of the certificate. This is when the certificate started and the last date this certificate is valid.

CERTIFICATION AREAS- Listed in the center of the document are the endorsement areas held by the certificate holder – Certification Areas. (See page 13-14 for Endorsement Areas)

ANCILLARY CREDITS- The certificate may also reflect ancillary credits, which indicate that the certificate holder has completed the state required reading coursework and special education coursework, if applicable. (See page 10 for Reading Requirements)

Types of Certificates

Certification regulations can be revised frequently. The following information includes certification regulations that are currently in effect.

- **Professional Eligibility Certificate (PEC)** Valid for five (5) years and renewable for additional five (5) year periods. A PEC is issued to an applicant who meets all certification requirements and is not currently a contracted teacher or specialist employed in a Maryland school system. A PEC becomes invalid upon issuance of a standard teaching certificate.
- **Standard Professional Certificate I (SPC I)** Valid for five (5) years. Issued at the request of the LSS to an individual employed under a Maryland contract. This certificate is renewable only one (1) time at the request of the LSS for an individual, who due to a break in service did not meet the experience requirement to move to the SPC II. The applicant must still present six (6) semester hours of acceptable credit to receive the renewed SPC I for five (5) years.

Exception: A teacher holding a master's degree prior to the issuance of the SPC I who earns six credits within five (5) years prior to the expiration of the SPC I does not need another six (6) credits to be issued the SPC II or APC unless reading course work is needed.

- **Standard Professional Certificate II (SPC II)** Valid for five (5) years. Issued to an individual who has completed the SPC I certificate and presents verification of three (3) years of satisfactory professional school related experience and six (6) semester hours of acceptable credit, but has not yet achieved a Master's degree or the Master's equivalency.

- **Advanced Professional Certificate (APC)** Valid for five (5) years. Coursework requirements are:
 - Master's degree, including six (6) credits earned within five (5) years of the issuance of the APC.
 - OR-
 - Verification of the completion of an approved 36 semester hour credit program. The 36 credit program must consist of a minimum of 21 graduate credits from an accredited IHE. The remaining 15 semester hours may be a combination of approved MSDE in-service credit, post-baccalaureate undergraduate semester hour credit, and/or graduate semester hour credit. At least six (6) credits must be completed within five (5) years prior to the issuance of the requested APC.
 - OR-
 - National Board Certification with 12 semester hours of graduate credit earned after the conferral of a bachelor's degree.

In addition to the coursework options mentioned above, the individual must verify three (3) years of satisfactory teaching experience.

- **Conditional Certificate** Valid for two (2) years. Issued at the request of the local school system for an individual who does not meet all certification requirements for a professional certificate. MSDE limits the number of Conditional Certificates an individual may receive. The number of Conditional

Certificate renewals depends upon the specific unfulfilled requirements. Teachers cannot receive tenure while holding conditional certification.

Certificate Processing Fee

MSDE requires a certificate processing fee for the following:

- Initial certification
- Changes in certificate type
- Certificate renewal

As long as you are under contract and continuously employed with a LSS, renewal requests and changes/additions to certificates are made through your LSS. This includes teachers on Board approved leaves of absences. An individual on a Board approved leave of absence must send the \$10.00 certification fee in the form of a check or money order made payable to CCPS in order for the certificate to be processed.

Types of Credit

What is acceptable credit? Acceptable credit is defined as approved credit taken at a regionally accredited IHE or through MSDE in service credit. Course work must relate to teaching or work assignment, or to another subject area of certification. Courses must carry a grade of “C” or above or “pass” and must be earned within five (5) years immediately preceding the date on which the certificate is issued or endorsement is requested.

What is MSDE/CPD In-service Credit? These are continuing professional development credit(s) (CPD) received upon successful completion of an MSDE workshop or other activity approved by the CCPS Office of Staff Development. Information regarding these workshops can be obtained through the Office of Staff Development at 410-751-3067.

Video, Online & Correspondence Courses- These courses may be acceptable for certification and/or salary purposes if offered for undergraduate or graduate credit by regionally accredited institutions. To ensure this type of course work is acceptable, you may submit photocopies of the course registration form and course description to the Department of Human Resources for prior approval before registering for the course.

Renewal of the APC- Renewal of the APC requires successful completion of six (6) acceptable credits. Credits can be earned through:

- College course work
- MSDE in-service credits
- RC for equivalent professional activities

Renewal Credit for APC Certificate Holders- Renewal credit (RC) may be earned for experiences that reflect professional growth and may be applied to the **renewal** of the five (5) year APC. RC is approved by the immediate supervisor or administrator.

Criteria for Renewal Credits:

- All courses or activities for RC must be discussed and approved by your immediate supervisor or administrator prior to enrollment or participation and should support the goals of your professional development.
- In-county workshops/committee activities held during the workday are not eligible for RC.
- Routine school and/or feeder committee work is not eligible for RC.
- Activities should have a direct impact on/or relationship to your job responsibilities, such as, delivery of instruction in the classroom.
- Except for NBPTS certification, no more than three (3) credits may be earned in a renewal period for any single activity.
- RC is issued and approved by the certificate holder's supervisor or administrator.
- Fifteen (15) hours engaged in an activity is equivalent to one

(1) RC. A minimum of eight (8) hours is required in any one activity for the issuance of ½ RC.

Approved Activities In Lieu of College Courses or MSDE Credit A maximum of three (3) RCs may be applied per area to the PDP	RC MIN-MAX
Teaching college/in service courses. RC based on semester hour credits earned by student.	1-3
Auditing college courses. RC based on semester hours allowed for credit earning students.	1-3
Authorship (articles must relate to content area or educational issues and be published in a state or national professional publication)	3
Curriculum development or revision. RC to be determined by content area supervisor.	1-3
Attending planned lecture series related to content area. 15 hrs. Lecture = 1 RC (use published hours for series to compute RC)	1-3
Serving as chairperson or officer of state, regional, or national professional organization. RC based on documented hours. 15 hrs. = 1 RC	1-3
Supervising a student teacher.	3
Mentoring or peer coaching. One (1) RC per year	1-3
Serving on committees such as school system committees, national conferences, Middle States Evaluation Committees, etc. 15 hrs. = 1 RC (must be relevant to position or school issues)	1-3
Internships and non-credit bearing courses. (private industry included) 15 hrs. = 1 RC	1-3
CCPS or MSDE Steering or Planning Committees or Boards. 15 hrs. = 1 RC	1-3
Attendance at state or national conferences. Accumulate hours at a single conference to maximum of 45 hrs. = 3 RC	.5-3
School Leaders Licensure Assessment (SLLA)	1
Consultant activities. 15 hrs. = 1 RC (must be relevant to position or school issues)	1-3
Participation in the NBPTS Certification Program	3-6
Activities, which have been approved by supervisor or administrator in advance.	1-3

Submitting Credit- It is the employee's responsibility to maintain an accurate record of post-baccalaureate work with the Department of Human Resources. Credit must be reported by submitting **official** transcripts. IHE, such as college and universities, do not typically forward official transcripts unless requested by the student. MSDE in-service transcripts are not always sent to the Department of Human Resources automatically. Be certain to check with the instructor to ensure this documentation is forwarded to the Department of Human Resources and obtain a copy **from the instructor** for your own records. All employees can review their coursework on file by logging into the Human Resources Center via the web portal. Upon resignation or retirement, transcripts or MSDE credits are no longer maintained in your Human Resources file.

Changes in degree status must be verified by an official transcript documenting the date the degree was conferred. A letter from the college or university verifying completion of degree requirements is not acceptable for certification purposes. Records cannot be updated and certification requests will not be processed without official documentation.

Official Transcripts- An official transcript is a dated transcript bearing the seal of the IHE or appropriate color-coding, and is signed or stamped by the registrar. Photocopies will not be accepted. A transcript appearing to have been modified will not be accepted. E-transcripts are acceptable if directly received in the Department of Human Resources and authenticated by the university or approved third party.

Foreign Transcripts- College credit earned from an institution outside of the United States requires an official transcript from the college or university, and a course-by-course evaluation from an agency approved by MSDE. **Both MSDE and CCPS will accept coursework only as designated by the approved evaluating agency.** A list of approved agencies is available from the MSDE website at www.mdcert.org

Regional Accreditation- MSDE and CCPS will only recognize credits and degrees earned through educational institutions accredited by the National Council for Accreditation of Teacher Education (NCATE) or one of the regional accrediting associations. Check with the individual college/institution regarding their accreditation or with the Department of Human Resources.

Reading Coursework Requirements

All certificated teachers are required to show completion of course work in reading or submit a qualifying score for the MSDE approved assessment in reading.

Note: See Senior Teacher Exemption pg. 15

Maryland law does not require administrators or supervisors to take the reading course as long as they hold the appropriate administrative endorsement work. **However**, as a condition of continuing employment with CCPS, all instructional based administrative personnel are required to maintain their subject area endorsement(s). Therefore, these certificated personnel are also required to meet the reading course work requirement.

Non-instructional administrators who hold Maryland teacher certification may choose to drop their subject area endorsement(s) rather than take the reading course work; however, if at a later date they seek an instructional position, they will be required to reinstate their subject area endorsement(s) which may require meeting current standards and tests.

TYPES OF CERTIFICATES & REQUIRED READING COURSE WORK	
SUBJECT AREA and/or POSITION HELD	CREDITS
Early Childhood Education Elementary Education Generic Special Education Birth – Grade 3 Grades 1 - 8	12 semester hour credits Six (6) credits in first full certification cycle and remaining six (6) credits in second full certification cycle
All Secondary Subject Areas All PreK-12 Specialty Areas Media Generic Special Ed Grades 6-Adult	Six (6) semester hour credits
Principals Assistant Principals Instructional Supervisors Assistant Supervisors Instructional Coordinators	Six (6) semester hour credits or twelve (12) semester hour credits depending upon subject area certification. Six (6) credits in first full certification cycle and remaining six (6) credits in second full certification cycle <i>Administrators in these positions must maintain their subject area endorsement as a condition of continuing employment.</i>
School Counselors Reading Teacher/Specialist PPW Psychometrist School Psychologist All Non-Instructional Administrators	Exempt <i>Reading course work not required as condition of employment or by Maryland certification regulations</i>

All reading courses taken prior to certification or through MSDE in-service course work will be considered. RC is not acceptable toward meeting the reading requirements.

The Department of Human Resources will provide individual reading evaluations for CCPS certificate holders at the time the certificate is renewed. It is the employee's responsibility to review the evaluation to ensure the accuracy of the information provided. If there are any discrepancies, please contact the Department of Human Resources immediately.

MSDE requires that all reading course work must meet the areas noted below and must be Maryland approved courses.

Early Childhood, Elementary & Special Education Teachers	
<p style="text-align: center;"><u>Processes & Acquisition of Reading</u></p> <p>Explains the process of language development, including impact of phonemic awareness, and how the brain responds to reading acquisition.</p> <p style="text-align: center;"><u>Instruction of Reading</u></p> <p>Shows teachers how to use a balanced program of graphophonics, semantics, and syntactics in teaching reading.</p>	<p style="text-align: center;"><u>Materials for Teaching Reading</u></p> <p>Exposes teachers to a variety of texts to be used in their classes and explains strategies for selecting and evaluating materials.</p> <p style="text-align: center;"><u>Assessment for Reading Instruction</u></p> <p>Shows teachers how to use state, local, and classroom assessment data to make ongoing instructional changes.</p>
Secondary Content Area, Special Education & PreK-12 Teachers	
<p style="text-align: center;"><u>Teaching Reading in the Secondary Content Areas I</u></p> <p>Introduces teachers to the assessment of student reading, cognitive strategies in reading, incorporating reading skills through student-centered instruction, and intrinsic and extrinsic motivation for reading.</p>	<p style="text-align: center;"><u>Teaching Reading in the Secondary Content Areas II</u></p> <p>Expands on Part I, focusing on types of reading skills, and instruction.</p>

Certification Evaluations

APC Evaluation- Certificated employees automatically receive an evaluation for the APC at the time the SPC I is renewed and the SPC II is issued. This evaluation shows the course work completed to date and additional course work needed to be eligible for the initial APC. The certificate holder should update their copy of the

evaluation as additional course work is completed. Updates are not provided by the Department of Human Resources unless requested in writing or by email.

Endorsements & Evaluations for Additional Certification Areas-

Certificated employees may request evaluations of their course work for additional endorsements in other subject areas. These requests must be made in writing or email. The evaluation will reflect the course work or other requirements needed to satisfy the specific subject area endorsement. **Only employees under contract with CCPS are eligible to request evaluations through the Department of Human Resources.** Non-contractual employees should direct their inquiries to MSDE at 410-767-0412 or access the MSDE website at www.mdcert.org

Evaluations for endorsements are valid for three (3) years from the original evaluation date as long as a minimum of six (6) semester hours of course work is submitted each year toward the endorsement area requested.

Areas of Certification

Administrative and Supervisory

Superintendent
Supervisors of Instruction,
Assistant Principals, and
Principals
Supervisor of Guidance
Supervisor of School
Psychological Services
Supervisor of Pupil Personnel
Supervisor of Special Education
Supervisor of Teachers of Hearing
Impaired

Elementary

Early Childhood (PreK-3)
Elementary Education (1-6)

Instructional Leadership: STEM (PreK-6)
Mathematics Instructional Leader (PreK-6)

Middle School Areas (4-9)

English/Language Arts
Mathematics
Mathematics Instructional Leader
Science
Social Studies

Special Education

Infant/Primary (Birth – Grade 3)
Elementary/Middle (Grades 1-8)
Secondary/Adult (Grades 6-Adult)
Hearing Impaired

Severely Profoundly Disabled
Visually Impaired

Specialty Areas (PreK-12)

American Sign Language
Art
Dance
ESOL (English for Speakers of
Other Languages)
Environmental Education
Health
Music
Physical Education
World Languages

Specialists

Gifted and Talented Specialist
School Counselor
Library Media Specialist
Pupil Personnel Worker
Reading Specialist
Reading Teacher
Psychometrist
School Psychologist
School Social Worker

General Secondary Content Areas (7-12)

Agriculture
Biology
Business Education
Chemistry
Computer Science
Earth/Space Science
English
Environmental Science
Family and Consumer Science
Geography
History
Marketing
Mathematics
Physical Science
Physics
Political Science
Professional and Technical Education
Social Studies
Specialized Professional Areas
Speech Communication
Technology Education
Theater 7-12
Work Based Learning Coordinator

Maryland Teacher Certification Tests (Praxis I & II)

In addition to meeting basic certification requirements, candidates must meet Maryland teaching certification testing requirements.

Designate MSDE as a score recipient at the time of testing. Test results should also be forwarded to the Department of Human Resources at CCPS so that certification records can be updated.

Information concerning registration procedures, fees and forms, as well as test dates and locations can be found in the Praxis Series

Registration Bulletin, or by contacting Educational Testing Service (ETS) at www.ets.org/praxis

Additional information may be obtained from the teacher education offices at colleges and universities in the testing centers.

Senior Teacher Exemption

The senior teacher exemption permits a local superintendent to waive certification renewal requirements for teachers who have 25 years of service or are 55 years of age. A teacher is not eligible for the exemption until they meet the service or age requirements. CCPS has invoked the senior teacher exemption for qualified teachers who hold an APC.

When a certificated employee is no longer employed with CCPS for any reason, including retirement, they will be required to fulfill any certificate renewal and/or reading requirements.

Note: The Senior Teacher Exemption is subject to change based on the revision to certification regulations and the decision of the local superintendent.

QUESTIONS?

Please feel free to contact the Department of Human Resources at 410-751-3333.

All other individuals should contact MSDE directly at 410-767-0412 or access the MSDE website at www.mdcert.org