

**Administrative Procedures for Policy #6120 (Personnel)
Regarding the Credentials 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. Types of Maryland State Department of Education (MSDE) Teaching Licenses: (**NOTE:** The Maryland State Department of Education (MSDE) officially transitioned from a certification-based system to a licensure-based system for educators on April 1, 2024, following the adoption of new regulations under COMAR 13A.12)

1. Initial Professional License (IPL): Issued to educators who meet the requirements of one of the pathways to initial licensure. Valid for five years and renewable.
2. Professional License (PL): Requires completion of a Maryland induction program or three years of effective performance. Valid for five years and renewable.
3. Advanced Professional License (APL): Requires completion of a Maryland induction program or three years of effective performance, plus one of the following:
 - a. National Board Certification
 - b. A master's degree or higher
 - c. 30 semester hours of post
4. Temporary Professional License (TPL): Issued to employed teachers who meet all licensure requirements except Maryland licensure assessments. Valid for two years and non-renewable.
5. Conditional License (CL): Issued to employed teachers working toward

professional licensure. Valid for five years and non-renewable.

6. Conditional Special Education License (CSEL): Issued to employed teachers working toward a professional licensure in the area of Special Education. Valid for three years and non-renewable.

C. Acceptable Credit for Renewing Certificates – credit that is:

1. Earned or taught at a regionally accredited Institution of Higher Education or through Maryland approved Continuing Professional Development credits (CPDs).
2. Related to school assignment;
3. Earned within 5 years preceding the date on which the certificate is issued; and
4. Earned in reading course work if not already completed (teaching areas and library media specialists only)

D. Individual Professional Development Plan (IPDP): The IPDP is a tool for educators to document and track their professional development goals and activities throughout the validity period of their professional license.

E. Acceptable Activities and Points for Renewing Licenses:

1. College Coursework: Earned or taught at an accredited institution of higher education.
2. Professional Learning Experiences: Includes MSDE-approved CPD or Core of Knowledge (COK) credit, CEUs from accredited providers, and CEUs approved by other Maryland State agencies.
3. Professional Conferences: Attending or presenting at workshops, institutes, or seminars of 4+ hours.
4. Curriculum Development: Group activities to improve school or educational institution curriculum, earning 30 PDPs per curriculum developed.
5. Publication of Books or Articles: Contributing to the education profession, with 75 PDPs per book and 10 PDPs per article published.
6. Mentorship: Helping others improve performance through role modeling, instruction, and feedback.
7. Micro-Credentials: Digital certifications indicating mastery in specific skills, earning 10 PDPs per micro-credential.
8. Approved Professional Development Activities: Minimum of one clock hour, approved by relevant educational authorities.
9. Occupational Experience: For educators in Professional Technical Education (PTE), earning 1 PDP for every 10 hours worked, up to a maximum of 15 PDPs.

F. 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 credential.

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; or a GPA of 3.0 or higher on the last conferred degree transcript
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 within 90 days of 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 within 90 days of 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 within 90 days of 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 request to the Human Resources Department.
 - b. Any educator certified in School Counseling or Guidance Counseling must still submit one credit of Lauryl's Law during the certification cycle.
- 6. A credentialed professional employee who holds a credential 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 credentialed professional employee who holds a specialist or administrator certificate and does not have a special education ancillary credit on his/her certificate must complete an introduction to special education course or a course in the inclusion of special needs population before being issued the endorsement.

B. Reading Requirements for MSDE Certification

- 1. Professional employees who hold a certificate in early childhood, elementary education, or special education (infant-3/1-8) must pass the appropriate Praxis test, or 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 (6-adult), 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/Literacy 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/Literacy 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/Literacy 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 licensure.
2. MSDE licenses are issued with either a January 1 or July 1 effective date. Any license issued between January 1 and June 30 shall be dated January 1. Similarly, any license issued between July 1 and December 31 shall be dated July 1.
3. Credentialed professional employees can access their valid Maryland teaching credential via the MSDE TEACH portal.

D. Individual Professional Development Plan (IPDP) Process:

1. All Educators must complete 90 Professional Development Points (PDPs) during the five-year cycle. Educators are required to submit their IPDP when applying for license renewal through the Educator Application and Certification Hub (TEACH).
2. PDPs must cover the following areas:
 - a. Content or pedagogy related to the educator’s license.
 - b. English as a Second Language, Sheltered English, or Bilingual Education.
 - c. Strategies for teaching students with disabilities or differentiated instruction for diverse learning needs.
 - d. Culturally Responsive Teaching or diverse student identities in education.
3. Special requirements include:
 - a. Blind/Visually Impaired: Complete 90 PDPs, with minimum of 15 of being in maintenance of knowledge of Braille

- b. ECE, ELEM ED, SpEd, or ESOL: Complete 90 PDPs; and demonstrate proficiency in scientific reading instruction knowledge and practices
 - c. School Counselors: Complete 90 PDPs with 1 cr. (semester hour, CPD, or CEU) to meet Lauryn's Law requirement
 - d. Administrators/Supervisors: Complete 90 PDPs including PDPs to address strategies for increasing teacher retention and strategies for developing and facilitating teacher leadership
4. In lieu of completing 90 PDPs, educators may renew their license by obtaining a National Board Certificate from the National Board for Professional Teaching Standards.

E. Process for Renewing MSDE Credential

- 1. CCPS employees must apply for certification renewal through The Educator Application and Certification Hub (TEACH).
- 2. 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.
- 3. The Certification Specialist and/or Supervisor in the Human Resources Department will contact employees whose credentials 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 renewal requirements prior to the expiration of his/her credential.
- 4. If an employee allows his/her professional credential to expire, then MSDE may issue a two-year TPL. This is a one-time license during which time the employee must complete all requirements to be eligible for a professional license. 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 license.
- 5. Any credential 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.

F. Renewal of Board of Health 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.