

How to Apply for Certificate Renewal in The Educator Application and Certification Hub (TEACH)

1. Log into the TEACH system at: <https://certificationhub.msde.maryland.gov>
2. Choose “Renew my Unexpired Certificate”. If your certificate has expired, you will need to choose reinstate my expired certificate.

Online Services

[Renew my Unexpired Certificate](#)



[Add Endorsement to an existing certificate](#)

3. First, click the link to review the renewal requirements. **You will not be able to move forward until you review the requirements.** Next, select the box for the current certificate listed. The CCPS Certification Office will determine the appropriate certificate for renewal. You will select the box, regardless of your current certificate status, and we will make adjustments as needed.

[You must click this link to review the renewal requirements prior to continuing.](#)



The MSDE office of certification will determine what type of certificate should be issued based on the documentation provided. If you are requesting a certificate that you have not previously held, you do not need to make a selection.

Select	Certificate #	Certificate Type	Effective Date	Expiration Date	Endorsements
<input checked="" type="checkbox"/>	615	Advanced Professional Certificate (APC)	07/01/2021	06/30/2026	EARLY CHILDHOOD EDUCATION ELEMENTARY EDUCATION



Save & Next

4. Move through the sections of the application. As you complete each section, the red X will change to a green checkmark. At the end of each section, click Save and Next. As directed on the Instructions page, if you have any questions, please email the CCPS Certification Office, certification@ccps.org DO NOT contact MSDE with questions. Since you are employed with CCPS, all questions are required to be answered by CCPS.

Application Instructions

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland! Your application must be complete prior to submission to the Maryland State Department of Education Office of Certification. If deficiencies are found in your application, it will be returned for correction. Once all deficiencies are corrected, your application will be reviewed by a certification specialist. Applications that are not corrected within one year of submission will be purged from the system.

You will continue to receive text message and email updates as your application moves through the review and approval process. When your application is approved, you will be asked to submit a payment.

College/university transcripts must be official and may be submitted by using our Parchment interface or by U.S. Mail. If mailed, transcripts must come directly from the institution or be mailed in a sealed student mailer. Applicants may not upload copies of their own transcripts. Test score reports and most other supporting documents may be uploaded within the application.

If you have questions, please contact the Maryland State Department of Education Office of Certification at 410-767-0390. **If you are under contract with a Maryland public school district or a nonpublic special education program, please contact your employer directly.**

[Save & Next](#)

5. On the Personal Information page, you are required to upload proof of identification. Select one of the options listed and upload a copy of the identification to the system. Once uploaded, choose “Click here to complete Upload,” then choose “Save and Next.”

Identification Type : * Identification No :

Document : *

Drop file here to upload or click here to browse and select file(s) to upload.

[Click here to complete Upload](#)

[Save & Next](#)

6. On the Education page, click the box indicating “I do not have any information for this section.” **You will still send all transcripts to certification@ccps.org** and we will update any degree changes on your behalf.

Education

I do not have any information for this section

7. On the Continuing Education page, click the box indicating “I do not have any information for this section.” **You will still send any PDP credits to certification@ccps.org** and CCPS will update any continuing education on your behalf.

Continuing Education

Please use this section to upload Maryland approved Continuing Professional Development (CPD) credit and/or Maryland Local School System approved equivalent credit.

Continuing Education —

I do not have any information for this section

8. On each Employment History section, DO NOT add experience. You will either choose “Save and Next” if experience is already listed, or you will choose “I do not have any information for this section” if no experience is listed. CCPS will update any experience on your behalf.
9. On the Out of State Credentials page and the National/Professional Certificate page, you may add certificates you have obtained from other states or licensing agencies, or you may select “I do not have any information for this section.”

Out of State Credentials

Include both a copy of your credential and the documentation submitted to achieve this credential.

Out of State Educator Credentials —

I do not have any information for this section

Add Out Of State Educator Credential

10. On the Testing page, add any test scores obtained for endorsements to be added since your last certificate was issued **ONLY if you have not already requested to add an endorsement and provides this to CCPS**. Choose the option “I am uploading a copy of my score report,” and upload the copy of the score report to this page. Otherwise, click “Save and Next.”

Testing

Maryland Required Assessment Other Assessment *

Test Name : * Test Date : *

Score : * Passing score : 161

I am uploading a copy of my score report MSDE has been selected as a recipient of this score report
 MSDE is the recipient of this score report AND I am uploading a copy of my score report

Document Type	IHE	Date	Document Link	Action
No Record Found				

Document Type : * ▼

11. Submit the application.

Application Submission

You are about to submit an application. Please click on the 'Submit Application' button below once you are ready to complete the application.

[Submit Application](#)

12. Once submitted, you will be able to monitor the progress on the Educator Dashboard. If items are needed, they may be indicated on your Educator Dashboard for a response; however, CCPS will send you correspondence via TEACH or to your CCPS email.

Dashboard

Welcome **Wcps Five** | [Reset Password](#)

Individual Id : 1000991237

Not **Wcps Five**? [Click here to log out](#)

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

Status of Most Recent Application



Application Submitted

COMPLETED



Under Review

IN PROGRESS



Determination of Eligibility

NOT STARTED



Issuance of Certificate

NOT STARTED