

## How to Apply for an Endorsement Addition in The Educator Application and Certification Hub (TEACH)

- 1) Login to the TEACH system at:
- 2) Choose “Add Endorsement to an existing certificate.”

### Online Services

[Renew my Unexpired Certificate](#)

[Add Endorsement to an existing certificate](#)



- 3) First, click the link to review the requirements. You will not be able to move forward until you click this link and review the information. As you complete each section, the red X will change to a green checkmark. At the end of each section, click Save and Next. If you have any questions, please email the CCPS certification office, [certification@ccps.org](mailto: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

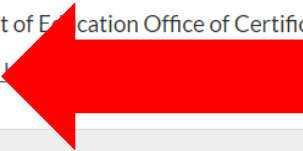
Welcome to The Educator Application and Certification Hub (TEACH) of Maryland! Your application must be complete prior to submission to the Maryland State Department of Education Office of Certification. If deficiencies are found in your application, it will be returned for correction. Once all deficiencies 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 notified. No payment is required when adding endorsements to an existing certificate.

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.

[Click here to review the requirements prior to continuing. You will not be able to move forward until you review this information. Once reviewed, you may select the area\(s\) for which you would like to apply.](#)



Save & Next

- 4) First, elect a category of certification. For teaching areas, select Teacher. Then, select the endorsement area you are requesting to add to your certificate.

**Area Of Certification**

Please select a Category of Certification

Teacher     Administrator / Supervisor     Specialist     Public Librarian

**Areas of Certification Teacher**

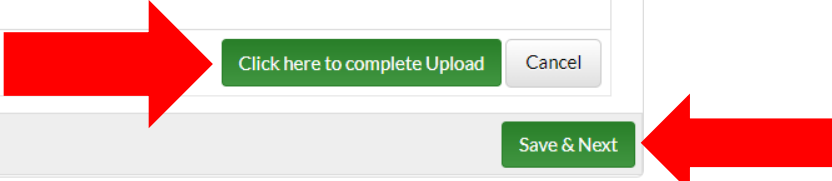
AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12)  
 AMERICAN SIGN LANGUAGE (PreK-12)  
 ART (7-12)  
 BIOLOGY (7-12)  
 BLIND/VISUALLY IMPAIRED (PK-12)  
 BUSINESS EDUCATION (7-12)

- 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 : \* -Select-      Identification No :

Document : \*

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



- 6) On the Education page, click the box indicating “I do not have any information for this section.” CCPS will update any degree changes on your behalf.

**Education**

I do not have any information for this section

- 7) 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.
- 8) On the Testing page, add any test scores obtained for endorsements to be added **since your last certificate was issued**. Choose the option “I am uploading a copy of my score report,” and upload the copy of the score report to this page.

**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 : \*  ▼

9) Submit the application. Once submitted, you will be able to monitor the progress on the Educator Dashboard.

**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](#)

Dashboard

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

**Individual Id :** 1000991237

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

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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