# The Educator Application and Certification Hub (TEACH) - Maryland's NEW Educator Portal

## CCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

==**The new TEACH was created for non-school system educators; therefore, CCPS will provide <u>explicit</u> instructions on the various TEACH applications required for us to process your Maryland certificate issuance, renewal, reinstatement, and changes. You will use those instructions to guide you through the new TEACH portal since you already have education and employment information, as well as, official documents in your State records.**==

- New MD educators who have <u>never</u> held a MD Educator Certificate will need to complete all parts of the Initial Application. ==As a reminder, new to CCPS Maryland Educator Certificate reviews and issuance will take CCPS most of the school year and requires that all official documents are received by CCPS for the employment and State records.==

1) **Complete the registration instructions. See the TEACH Registration Guide.**

2) **To begin the initial application process so that CCPS can issue your first Maryland certificate, select a category of certification.**

Please select a Category of Certification

☐ Teacher   ☐ Administrator / Supervisor   ☐ Specialist   ☐ Public Librarian

[Next]

3) **Click the statement to review the requirements for certification. You will not be able to choose a certification area until you read the statement. Once you read the statement, click the box for the requested areas of certification.**

Please select a Category of Certification

☑ Teacher   ☐ Administrator / Supervisor   ☐ Specialist   ☐ Public Librarian

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

Areas of Certification Teacher

☐ AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12)
☐ AMERICAN SIGN LANGUAGE (PreK-12)
☑ ART (7-12)
☐ BIOLOGY (7-12)

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4) **Answer YES to the question asking if you meet the requirements; otherwise you will not be able to go forward. CCPS will determine what type of certificate you are eligible for, so don't worry if you are not yet eligible for full Maryland certification.**



5) **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.**



6) **As directed on the Instructions page, if you have any questions, please email certification@ccps.org. DO NOT contact MSDE with questions. Since you are employed with CCPS, all questions are required to be answered by CCPS.**

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7) **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 & Next".**

Identification Type : *   -Select-    ⌄          Identification No :

Document : *

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

Click here to complete Upload    Cancel

Save & Next

8) **On the Education page, enter your degree information. Choose the option "I am sending an official copy of my transcript by mail." Transcripts are to be sent directly from the college/university to the CCPS Human Resources Department, Attention: Certification. DO NOT send transcripts to the Maryland State Department of Education.**

☑ I am sending an official copy of my transcript by mail.

☐ I have ordered an electronic copy of my transcript to be sent to the Maryland State Department of Education.

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9) **On the Employment History – Maryland Public School Experience page, <u>only list Maryland teaching experience</u>.**

| Employment History - Maryland Public School Experience | |
|---|---|
| ☐ I do not have any information for this section | |
| District: * `Calvert County Public Schools` | School: ` ` |
| Currently Employed: ☐ | |
| Position: * `11 - Teacher/Instructor` | |
| Date Terminated: `MM/DD/YYYY` | |
| From Date: * `08/23/2000` | To Date: * `08/23/2006` |
| FTE ⓘ: `1` | Assignment: `Art Teacher` |
| Grade(s): `6-8` | |

10) **On the Employment History – Other Education Experience page, list all other teaching experience outside of Maryland. If you have submitted the CCPS Verification of Experience form during the hiring process, DO NOT list a supervisor email address. Choose the box that states "Upload Verification of Experience Form" and upload a blank document to this section or the VOE if you also received a copy. Otherwise, CCPS will upload the verification form received by our staffing team.**

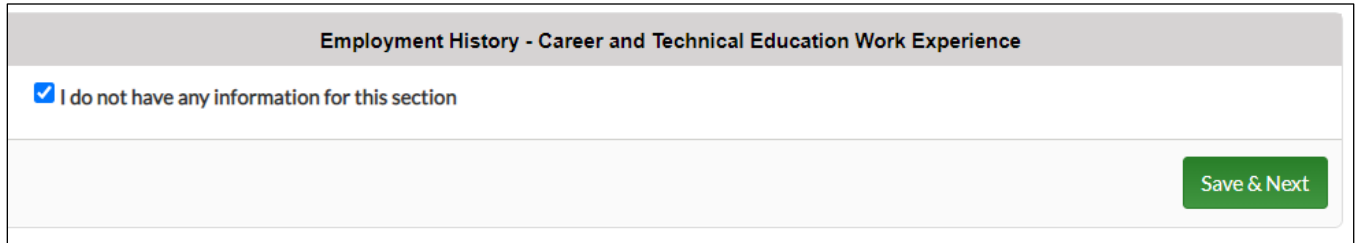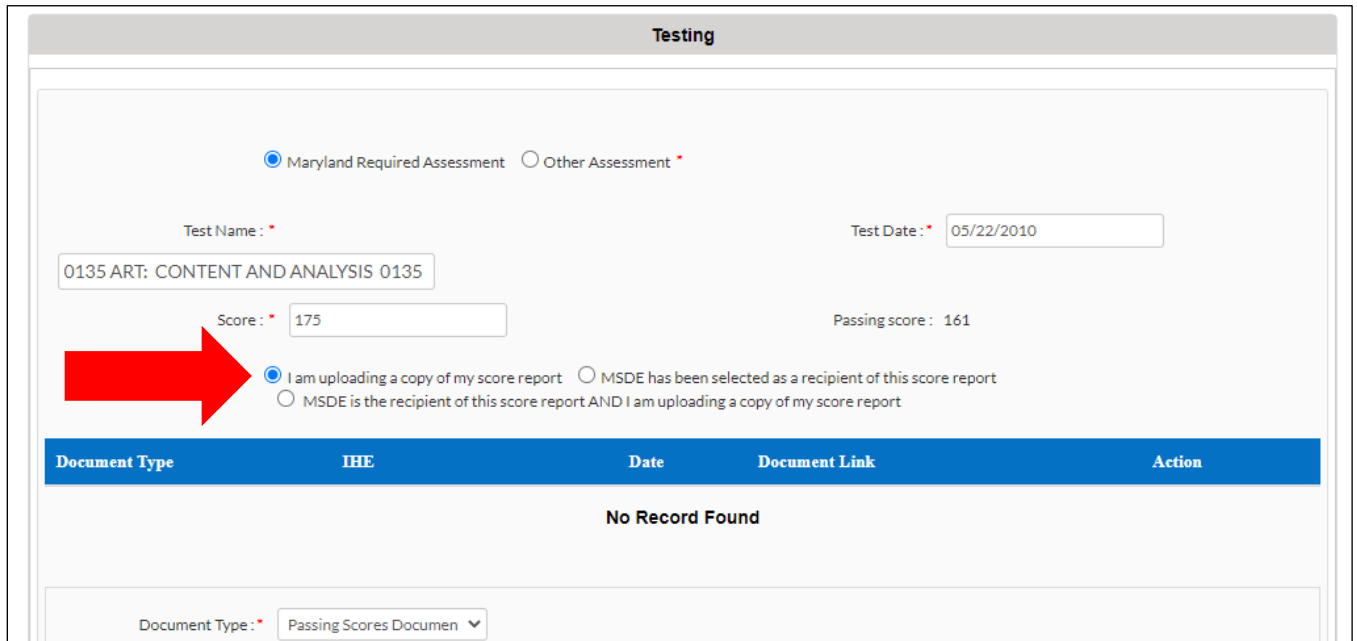| Employment History - Other Education Experience | |
|---|---|
| ☐ I do not have any information for this section | |
| State: * `California` | |
| Foreign Country: ☐ | |
| District: ` ` | School: ` ` |
| Employer: * `LA Unified Schools` | Currently Employed: ☑ |
| Position: * `Teacher` | |
| From Date: * `08/22/2007` | |
| FTE ⓘ: * `1` | Assignment: `Art Teacher` |
| Grade(s): * `9-12` | |
| District Contact/Supervisor Name: * `Test Supervisor` | District Contact/Supervisor Phone Number: * `(111) 111-1111` |
| Verification of Reference by Email ⓘ: ` ` | |
| ☑ Upload Verification of Experience Form ⬅ | |

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11) **The Employment History – Career and Technical Education Work Experience page is only for educators hired to teach a Professional Technical Education (PTE) subject and who have occupational experience applicable to the PTE subject being taught. Otherwise, choose "I do not have any information for this section".**

| Employment History - Career and Technical Education Work Experience |
|---|
| ☑ I do not have any information for this section |
| Save & Next |

12) **On the Testing page, enter all tests required for teacher certification. 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 : * 05/22/2010

0135 ART: CONTENT AND ANALYSIS 0135

Score : * 175  |  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 : * Passing Scores Documen ⌄

**CCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION**

**13) Click Submit Application. Once submitted, you will be able to monitor the progress on the Educator Dashboard (See Below).**

| 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

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

### Status of Most Recent Application

| Application Submitted | Under Review | Determination of Eligibility | Issuance of Certificate |
| --- | --- | --- | --- |
| COMPLETED | IN PROGRESS | NOT STARTED | NOT STARTED |