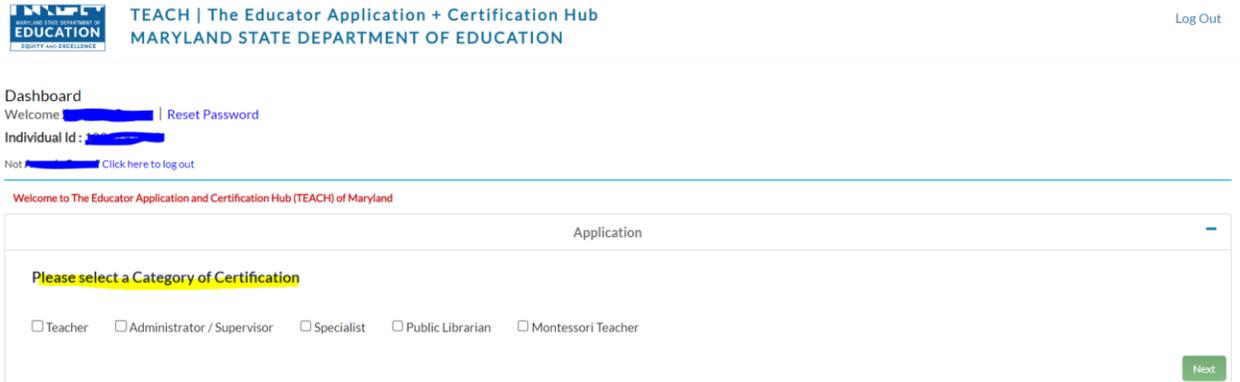


The Education Application and Certification Hub (TEACH)

Maryland's new portal for educator certification guide

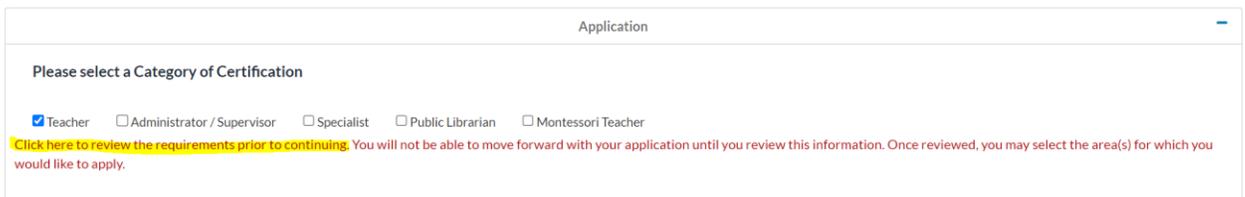
You should follow the steps below if you are applying for **Initial certification** (You have never held a Maryland Certificate):

1. From your educator dashboard, select a Category of Certification.



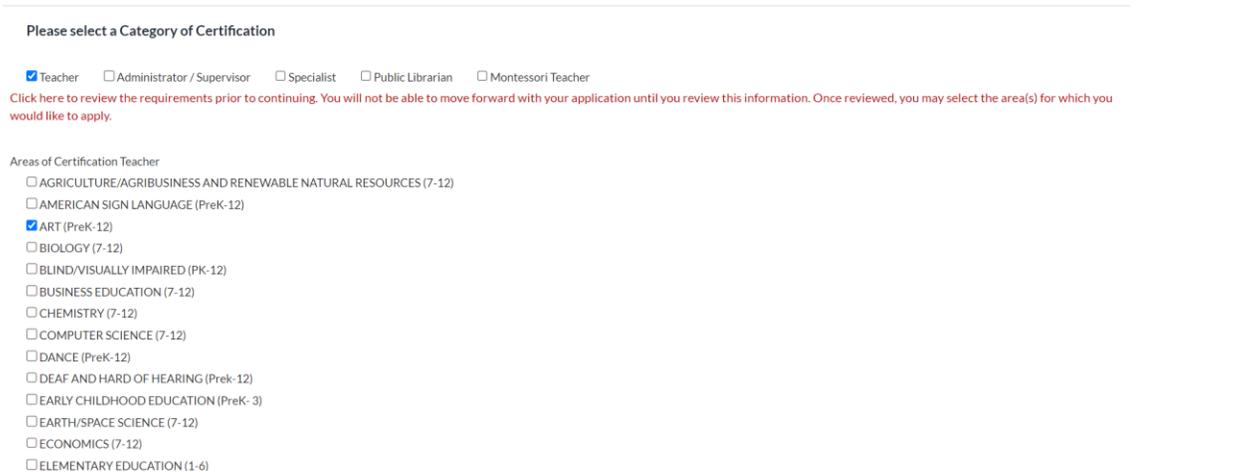
The screenshot shows the TEACH dashboard. At the top left is the Maryland State Department of Education logo. The header includes 'TEACH | The Educator Application + Certification Hub' and 'MARYLAND STATE DEPARTMENT OF EDUCATION'. A 'Log Out' link is in the top right. The user is logged in as 'Welcome [redacted] | Reset Password'. Below this, the user's 'Individual Id:' and a 'Click here to log out' link are visible. A red banner reads 'Welcome to The Educator Application and Certification Hub (TEACH) of Maryland'. The main content area is titled 'Application' and contains the instruction 'Please select a Category of Certification' in red. Below this are five radio button options: 'Teacher', 'Administrator / Supervisor', 'Specialist', 'Public Librarian', and 'Montessori Teacher'. A green 'Next' button is located at the bottom right of the form.

2. Once you select a Category, you **must** click the red text to review the certification requirements. You will not be able to select an area of certification, until you first click the red text.



This screenshot shows the same 'Application' form as the previous one, but with the 'Teacher' radio button selected. A red text warning is displayed below the options: '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.'

3. Once you review the requirements in the new window, you may close the window and proceed with selecting an Area of Certification and click the green 'Next' button at the bottom of the list of areas, located on the right-hand side of the screen.



This screenshot shows the 'Application' form with the 'Teacher' radio button selected. Below the radio buttons, the same red text warning is present. Underneath, there is a section titled 'Areas of Certification Teacher' with a list of 17 certification areas, each with a radio button. The 'ART (PreK-12)' option is selected. The areas listed are: AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12), AMERICAN SIGN LANGUAGE (PreK-12), ART (PreK-12), BIOLOGY (7-12), BLIND/VISUALLY IMPAIRED (PK-12), BUSINESS EDUCATION (7-12), CHEMISTRY (7-12), COMPUTER SCIENCE (7-12), DANCE (PreK-12), DEAF AND HARD OF HEARING (PreK-12), EARLY CHILDHOOD EDUCATION (PreK- 3), EARTH/SPACE SCIENCE (7-12), ECONOMICS (7-12), and ELEMENTARY EDUCATION (1-6).

- You will be asked if you are prepared to provide all of the required documentation. Please click Yes and select 'Next'. If you select No, you will be exited out of the application and asked to return once you have all of the required documentation.

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

Application

Are you prepared to provide all of the required documentation for this application? If you are unsure what you will need to provide, review the How to Apply webpage.

Yes No

Back Next

- You will need to complete every tab within the application. Upon successful completion of a tab, the red 'X' will turn to a green check mark. You will not be able to submit your application until all tabs have green check marks.

← Back To Dashboard

Application for a Maryland Educator Certificate

Category of Certificate	Certificate Area	Certificate Type
Teacher	ART (PreK-12)	

Area of Certification

- Area of Certification
- Instructions
- Personal Information
- Education
- Employment History - Maryland Public School Experience
- Employment History - Other Education Experience
- Employment History - Career and Technical Education Work Experience
- Out of State Credentials
- National / Professional Certificate
- Testing
- Military
- Disciplinary Action and Criminal History
- Affirmation and Signature
- Application Submission

Save & Next

- To move past a tab that you do not have information form, you can select 'I do not have information for this section'.

I do not have any information for this section

Note about Education tab:

You are **required** to submit official transcripts as a part of the application process. In the Education tab, select the 'Add Education' button for each transcript you are submitting. An entry should be entered for **all** conferred degrees. You must complete all required fields to add the entry.

Add Education

You **must** select one of the following options in TEACH, for the submission of your official transcript. This informs our office how to expect your transcript.

- 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.

Transcripts may be submitted in one of the following ways:

- Ordered from Parchment, which will be sent directly to TEACH; or
- Electronically sent to employeecredentiaing@hcpss.org (or directly to your assigned certification specialist) if being sent directly from an alternative e-transcript service; or
- Mailed to the office of Human Resources directly from the Institution of Higher Education in a sealed envelope

Please Note: If you are sending transcripts electronically, they must come directly from the college/university to be considered official. Unofficial transcripts **will not** be accepted. Official transcripts can be sent directly to your assigned credentialing specialist at their direct email or to employeecredentiaing@hcpss.org.

Transcript from other countries:

If you need to submit a transcript from another country, you will need to provide an official copy of an evaluation of that transcript from an MSDE-recognized foreign transcript evaluation agency. You will be asked to choose one of the following options when you add that education entry in TEACH:

- I am sending an electronic copy of my transcript evaluation from [World Education Services](#)
- I am sending a copy of my transcript evaluation from an [approved foreign transcript evaluation service](#).

If you have completed an alternative educator preparation program that is approved to lead to certification in another state, you will be required to upload documentation from the program or state department of education demonstrating completion. When adding this entry, choose the degree, "Alternative Educator Preparation Program."

Other Application Types:

If you are applying for any other application other than an initial application, you should make the appropriate selection under Online Services on your Dashboard.

Online Services

[Renew my Unexpired Certificate](#)

[Reinstate my Expired Certificate](#)

[Add Endorsement to an existing certificate](#)

[I do not qualify but would like to request a review of my credentials](#)

[Remove an Endorsement](#)

[Request a Name Change](#)

[Request Verification of my Certification](#)

[Update my Highest Degree](#)

[Request Verification of my Test Scores](#)