Welcome to Your Educator Dashboard!

Certificate

Renewal Application

				Certificate	

Please click this link to review the requirements to renew your unexpired certificate prior to continuing

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

Select	Certificate #	Certificate Type	Effective Date	Expiration Date	Endorsements
☐	CER-55103-Y2R4F0	Advanced Professional Certificate (APC)	07/01/2017	06/30/2022	ADMINISTRATOR I SUPERVISOR AND ASSISTANT PRINCIPAL ENGLISH
☐	CN-213914-WIP8GC	Standard Professional Certificate II (SPC II)	07/01/2005	06/30/2010	ENGLISH ADMINISTRATOR I SUPERVISOR AND ASSISTANT PRINCIPAL
☐	CN-314680-02RGI5	Advanced Professional Certificate (APC)	07/01/2010	06/30/2015	ADMINISTRATOR I SUPERVISOR AND ASSISTANT PRINCIPAL ENGLISH
☐	CN-4042766	Standard Professional Certificate I (SPC I)	07/01/2002	06/30/2005	ENGLISH
☐	CN-4042766	Standard Professional Certificate II (SPC II)	07/01/2005	06/30/2010	

Sidebar tabs:
- Certificate
- Instructions
- Personal Information
- Education
- Continuing Education
- Employment History - Maryland Public School Experience
- Employment History - Education Experience
- Employment History - 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

Application Instructions

Renewal Application

Certificate	✓
Instructions	✗
Personal Information	✗
Education	✗
Continuing 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	✗

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

Once you have reviewed the information in this section, click "Save & Next"

Personal Information

Renewal Application

Personal Information

Review the information on this screen and make any updates to your mailing address, race/ethnicity, prefix, gender, etc.

Legal Name :

First Name : *   Last Name : *

Middle Name : *   ☐ I do not have a middle name

Suffix : -Select-   Prefix : *

Educator Certificate # :

Date Of Birth : *

Social Security Number ? *   ● Yes ○ No

SSN : *

Race :   Ethnicity : -Select-

Gender :

Address :

Address Type : Mailing Address

Street : * 10910 ROUTE 108

City : * ELLICOTT CITY   Country : * United States

Zip : * 21042   State : * Maryland

Primary Email : * r   Secondary Email : j

Cell Phone : *   Secondary Phone : (XXX)XXX-XXXX

Are you a citizen of the United States? * ● Yes ○ No

Identification Type	Identification Number	Date	Document Link	Action
Driver's License				🗑

Identification Type : * -Select-   Identification No :

Document : *

You must upload a copy of your valid Maryland Drivers License – be sure that the document uploaded is clear and legible!

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

Click here to complete Upload   Cancel

Once you have reviewed the information in this section and uploaded a copy of your ID, click "Save & Next"

Save & Next

Sidebar menu:
- Certificate ✓
- Instructions ✓
- Personal Information ✗
- Education ✗
- Continuing 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 ✗

Education

Certificate Renewal Application

Education

☑ I do not have any information for this section

Notice: Transcripts submitted prior to May 2022, will not be visible through the TEACH dashboard. These transcripts are saved in the certification record and can be accessed by the MSDE. There is no need to reorder transcripts previously submitted.

College/University	State	Degree	GPA	Date Conferred	Document Type	Document Link	Actions
TOWSON UNIVERSITY	Maryland	Bachelor's Degree		05/2002			
McDaniel College	Maryland	Master's Degree		05/2006			

Add Education

Documents

Document Type	IHE	Date	Document Link
	No Record Found		

Select the "I do not have any information for this section" checkbox & then click "Save & Next"

Save & Next

Sidebar navigation:
- Certificate ✓
- Instructions ✓
- Personal Information ✓
- Education ✗
- Continuing 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 ✗

NOTE: HCPSS has found that some education records did not roll over from MSDE's legacy system to TEACH. The Employee Credentialing Team will audit your education record while reviewing your renewal application and will add any missing records. **You should not add any education degrees to this section and should select the "I do not have any information for this section" checkbox.** *You do NOT need to request official transcripts for previous degrees/coursework as they are already on file; the only official transcripts that will be required at the time of renewal is for credits taken for the purpose renewing your current certificate.*

Official Transcripts (required) for the purpose of certificate renewal must be submitted in one of the following ways:
- Ordered from Parchment, which will be sent directly to TEACH; or
- Electronically sent directly from an alternative e-transcript service to employeecredentialing@hcpss.org (or your assigned Employee Credentialing Specialist); or
- Sent by mail/pony in original, unopened/sealed envelope received by you from the institution of higher education to your assigned Employee Credentialing Specialist.

Note: If electing to send transcripts electronically, they must be issued directly from the college/university to employeecredentialing@hcpss.org (or your assigned Employee Credentialing Specialist) to be considered official. Electronic copies forwarded by an individual as an attachment are considered as an unofficial transcript and will *not* be accepted.

Continuing Education

Certificate Renewal Application

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

If you did NOT complete CPD coursework for your renewal credits, you will select the "I do not have any information for this section" checkbox

☑ I do not have any information for this section

Document Type	IHE	Date	Document Link	Action
Maryland approved Continuing Professional Development (CPD) credits	Maryland approved Continuing Professional Development (CPD) credits	06/13/2023 8:43:38 AM	Last Name, First Name - CPD 20-00-13 (3) - 2020	🗑
Maryland approved Continuing Professional Development (CPD) credits	Maryland approved Continuing Professional Development (CPD) credits	06/13/2023 8:43:19 AM	Last Name, First Name - CPD 19-25-13 (3) - 2023	🗑

Document Type : * [⌄]

Document

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

If you completed CPD coursework for your renewal credits, you should upload a copy of your signed CPD form(s)* here.

Click here to complete Upload   Cancel

Save & Next

Once you have reviewed and updated this section, click "Save & Next"

Certifica...
Instructio...
Personal Information ✓
Education ✓
Continuing 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 ✗

*Before uploading, make sure that your CPD form(s) include signatures from *both* the course instructor *and* HCPSS CPD Liaison or Non-Public School Official. CPD forms without both signatures will not be accepted and will result in a delay in your renewal application being processed. An example of a CPD form can be viewed here.

Employment History – Maryland Public School Experience

Employment History - Maryland Public School Experience

Certificate ✓

Instructions ✓

Instructions ✓

Personal Information ✓

Education ✓

Continuing 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 ✗

☑ I do not have any information for this section

Use this tab to document all employment in a Maryland public school system.

Add Experience

Showing 1 to 3 of 3 records.

District	From Date	To Date	Position	Assignment	FTE	Grade(s)	Was the experience satisfactory	Verified	Currently Employed	Document Type	Link	Actions
Carroll County Public Schools	07/12/2017	07/16/2021	Supervisor		0			Verified	No			✏️🗑️
Howard County Public Schools	07/23/2021		Other Professional Personnel		0			Verified	Yes			✏️🗑️
Howard County Public Schools	08/19/2002	07/11/2017	Teacher/Instructor		0			Verified	No			✏️🗑️

Save & Next

Select the "I do not have any information for this section" checkbox & then click "Save & Next"

NOTE: HCPSS has found that some employment records did not roll over from MSDE's legacy system to TEACH. The Employee Credentialing Team will audit your employment record while reviewing your renewal application and will add any missing records to your TEACH profile.

Because all employment experience must be verified and added to your TEACH profile by the Employee Credentialing Team, you should <u>not</u> add any employment experience to this section and should select the "I do not have any information for this section" checkbox.

Employment History – Other Education Experience

Certificate Renewal Application

Employment History - Other Education Experience

Certificate ✓

Personal Information ✓

Education ✓

Continuing 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 ✗

Staff Review ✗

☑ I do not have any information for this section

Use this tab to document all education-related employment outside of a Maryland public school system. You may either upload a copy of the verification of experience form or use the Verification of Reference email tool. If an email is entered, you will not be able to upload the form.

Add Experience

Showing 1 to 0 of 0 records.

State	From Date	To Date	Position	Assignment	FTE Experience	Grade(s)	Was the experience satisfactory	Verified	Document Type	Link	Currently Employed	Actions

☐ Incomplete documentation submitted for Licensure/Teaching Experience

Save & Next

Select the "I do not have any information for this section" checkbox & then click "Save & Next"

NOTE: HCPSS has found that some employment records did not roll over from MSDE's legacy system to TEACH. The Employee Credentialing Team will audit your employment record while reviewing your renewal application and will add any missing records to your TEACH profile.

Because all employment experience must be verified and added to your TEACH profile by the Employee Credentialing Team, you should <u>not</u> add any employment experience to this section and should select the "I do not have any information for this section" checkbox.

Employment History – Career & Technical Education Work Experience

Certificate Renewal Application

Employment History - Career and Technical Education Work Experience

☑ I do not have any information for this section

Use this tab to document any Career and Technical work experience if you are applying for a professional and technical Education certificate area.

Add Experience

Showing 1 to 0 of 0 records.

State	From Date	To Date	Position	Hours per Week	Was the experience satisfactory	Verified	Document Type	Link	Currently Employed	Actions

Save & Next

Select the "I do not have any information for this section" checkbox & then click "Save & Next"

Sidebar navigation:
- Certificate ✓
- Instructions ✓
- Personal Information ✓
- Education ✓
- Continuing 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 ✗

NOTE: HCPSS has found that some employment records did not roll over from MSDE's legacy system to TEACH. The Employee Credentialing Team will audit your employment record while reviewing your renewal application and will add any missing records to your TEACH profile.

Because all employment experience must be verified and added to your TEACH profile by the Employee Credentialing Team, you should <u>not</u> add any employment experience to this section and should select the "I do not have any information for this section" checkbox.

Out of State Credentials

Certificate Renewal Application

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

Please provide a copy of all active and expired professional certificates/licenses you hold from other states.

Add Out Of State Educator Credential

State	Foreign	Document Type	Document Link	Actions
		No record found		

Save & Next

Sidebar navigation:
- Certificate ✓
- Instructions ✓
- Personal Information ✓
- Education ✓
- Continuing 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 ✗

Select the "I do not have any information for this section" checkbox & then click "Save & Next"

NOTE: HCPSS has found that some credentialing records did not roll over from MSDE's legacy system to TEACH. The Employee Credentialing Team will audit your out of state credentialing records while reviewing your renewal application and will add any missing records to your TEACH profile.

Because all out of state credentialing must be verified and added to your TEACH profile by the Employee Credentialing Team, you should <u>not</u> add any out of state credentials to this section and should select the "I do not have any information for this section" checkbox.

National/Professional Certificate

National / Professional Certificate

...ab to provide a copy of any national professional certification or Maryland license from another licensing agency.

National Professional Certificate

If you do not hold/do not wish to upload a copy of your National/Professional Certificate, you will select the "I do not have any information for this section" option.

☐ I do not have any information for this section

If you hold a National/Professional certificate other than an MSDE Educator Certificate, you may* upload a copy here.

Add National/Professional Certificate

Type	Effective Date	Expiration Date	Document Link	Actions

Save & Next

Once you have reviewed and updated this section, click "Save & Next"

Left navigation panel
- Certifica...
- Instructi...
- Personal Information ✓
- Education ✓
- Continuing 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 ✗

*Uploading a copy of a National/Professional certificate to your TEACH profile is <u>NOT</u> required and is not a component of the certificate renewal process; uploading a copy of a National/Professional certificate other than your MSDE Educator Certificate is optional.

Testing Information

Certificate Renewal Application

Certificate	✓
Instructions	✓
Personal Information	✓
Education	✓
Continuing 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	✗

Testing

If you are required to submit reading coursework and have instead taken Teaching Reading: Elementary Praxis, please include the test information here. Please note that taking the test does not excuse you from submitting six acceptable credits to reinstate your certificate.

If you are submitting a test that is required in Maryland, choose the "Maryland Required Assessment" option. All other tests may be submitted by choosing "Other Assessment".

Add Testing

☑ I do not have any information for this section

MD Assessment	Test Name	Test Date	State	Score	Passing score	Passed?	Entry	Document Type	Document Link	Action
No	English Language, Literature and Composition: Content Knowledge 0041	11/17/2001	Legacy	174	164	Yes	BH			
No	English Language, Literature and Composition: Pedagogy 0043	11/17/2001	Legacy	155	155	Yes	BH			
No	Computer Based Test Reading 0711	07/25/2000	Legacy	330	177	Yes	BH			
No	Computer Based Test Writing 0721	07/18/2000	Legacy	325	173	Yes	BH			
No	Computer Based Test Mathematics 0731	07/18/2000	Legacy	326	177	Yes	BH			

Save & Next

Once you have reviewed and updated this section, click "Save & Next"

NOTE: Score reports for credentialing assessments taken for the purpose of certification must be verified and added by the Employee Credentialing Team. Because all credentialing test records must be verified and added to your TEACH profile by the Employee Credentialing Team, you should <u>not</u> add any test information to this section and should select the "I do not have any information for this section" checkbox.

If you took a Praxis assessment to add an additional certification endorsement area to your current certificate, you should contact your assigned Employee Credentialing Specialist to discuss the process for adding the endorsement area to your certificate.

Military Experience

Certificate Renewal Application

Left Navigation	Status
Certificate	✓
Instructions	✓
Personal Information	✓
Education	✓
Continuing 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	✗

Military Service Information

☐ I do not have any information for this section

Add Military Service Information

Save & Next

If you have Military service experience and wish to add it to your profile, you may* do so here.

If you do not have Military service experience or do not wish to add your experience to your profile, you will select the "I do not have any information for this section" option.

Once you have reviewed and updated this section, click "Save & Next"

*The addition of personal Military experience to your TEACH profile is NOT required and is not a component of the certificate renewal process; adding your personal Military experience is optional.

Disciplinary Action and Criminal History

Certificate ✓

Instructions ✓

Personal Information ✓

Education ✓

Continuing 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 ✗

Certificate Renewal Application

Disciplinary Action and Criminal History

Please read the instructions carefully and provide the required documentation.

- If you select "Yes" to question 1 or 2 of the "Disciplinary Action and Criminal History" questions:
  - Please submit additional information relating to your answer, including (1) the name of the state in which the action took place or is pending; (2) the specific causes for that action; (3) the specific action taken; and (4) any additional information you would like to provide for consideration

- If you select "Yes" to question 3 of the "Disciplinary Action and Criminal History" questions:
  - Please submit additional information relating to your answer, including (1) the name of the employer from which you were dismissed or resigned; (2) the nature of the allegations of misconduct involving a student; and (3) any additional information you would like to provide for consideration.

- If you select "Yes" to question 4 of the "Disciplinary Action and Criminal History" questions:
  - Please submit additional information relating to your answer, including: (1) the name of the jurisdiction (e.g., which state or federal court); (2) the statute(s) or specific name(s) of the crime(s); (3) date; and (4) sentence, if any, of the crime(s) for which you were convicted, pled guilty or nolo contendere, or received probation before judgment. This information should be supplied through court documentation, criminal background check results, or other official legal documentation.

1. Is action pending to suspend, revoke, or deny your certificate or application for certification in another state? (A determination of academic ineligibility is not considered a denial of a certificate) *   ○ Yes ○ No

2. Have you ever had a certificate or license revoked, suspended, voluntarily surrendered or denied by any state other than Maryland? (A determination of academic ineligibility is not considered a denial of a certificate). *   ○ Yes ○ No

3. Have you ever resigned or been dismissed after notice of allegations of misconduct involving a student ? *   ○ Yes ○ No

4. Have you ever been convicted of, pleaded guilty or nolo contendere with respect to, or received probation before judgment with respect to a crime against children, a crime of violence*, or a crime of moral turpitude**?   ○ Yes ○ No

   *If you are unsure whether a crime is a "crime of violence," please err on the side of disclosure as filing false or misleading information on an application for certification may be grounds to deny a certification request. Crime of violence is defined in the Maryland Code Criminal Law Article Section 14-101 *

   **Crimes of moral turpitude include bribery, burglary, counterfeiting, embezzlement, forgery, fraud, making false statements to a law enforcement officer, perjury, sexual offenses, theft, and any felony offense.

   *

Save & Next

Affirmation and Signature

Certificate Renewal Application

Declaration, Authorization and Signature

☐ By checking this box,

Privacy Notice

The principal purpose served by gathering the requested information is to provide necessary data and background records for the Superintendent of Schools as required by state law and regulation. The consequence of refusal to provide the requested information is non-issuance of a Maryland Certificate.

You have the statutory right to inspect, amend, or correct the requested information under State Government Article §§10-611-10-629, Annotated Code of Maryland. You may request an amendment and/or correction through your TEACH Dashboard or by contacting certinfo.msde@maryland.gov. The requested information is not generally available for public inspection, unless specifically authorized by law.

The requested information may be shared with the Maryland Child Support Administration. The information is not routinely shared with other governmental agencies; however, by accepting this notice of privacy, I understand that local school systems will be able to review education records pertaining to my certification.

I, [_____], hereby affirm under the penalties of perjury that the information provided by me in this application is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification of a material fact, my application will be disapproved and/or my certificate will be rescinded. I understand that any material submitted in connection with this application will become the property of the State of Maryland, will be considered a public record and will not be returned.

Signature : * [Type your name]   Date : * [MM/DD/YYYY]

[Save & Next]

Certificate ✓
Instructions ✓
Personal Information ✓
Education ✓
Continuing 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 ✗

Review and complete the Declaration, Authorization and Signature section below.

Once you have reviewed and completed this section, click "Save & Next"

Application Submission

Certificate Renewal Application

Application Submission

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

Submit Application

Once you have reviewed all sections of your application for accuracy, click "Submit Application"

Certificate	✓
Instructions	✓
Personal Information	✓
Education	✓
Continuing 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	✗

Once your application has been submitted, it will be reviewed by a member of the Employee Credentialing Team for accuracy and completeness. As a reminder, a complete application for certificate renewal includes your TEACH application for renewal _and_ evidence of renewal credits* via official transcript and/or signed CPD forms**.

*Information pertaining to HCPSS renewal requirements, including information regarding the Senior Teacher Waiver, can be found here.
**Please refer to the Education and Continuing Education sections of this document to review official transcript and/or signed CPD form requirements.

It is the responsibility of the certificate holder to know current certification requirements, complete renewal requirements, and submit an online application through TEACH in a timely manner and/or prior to the expiration date of their current certificate.