

MSDE Teacher Certification Process

General Notes

*The Maryland State Department of Education (MSDE) issues certificates for teaching in MD public schools; colleges and universities do NOT do so.

*After you have completed all of the UMBC approved program requirements leading to eligibility for certification through MSDE, the Department of Education will tell the Registrar's Office to post a stamp on your transcript to this effect.

*It is your responsibility to apply for certification to MSDE. Please read below to determine how best to do so. If you are under contract with a public school system in Maryland, usually the human resources/personnel office will help you with the process. The MSDE process involves an on-line application; the link to this site is provided below.

*Certificates are issued with either a January or July date. Maryland does not issue a permanent certificate.

For more information please visit:

http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/certification_inf/types/overview

Types of Certificates:

Professional Eligibility Certificate (PEC)

- valid for 5 years issued to an applicant who meets all certification requirements and
- is not currently employed in a MD local school system.

Standard Professional Certificate I (SPC I)

- valid for 5 years issued to an applicant who meets all certification requirements and
- is employed by a Maryland local school system or an accredited nonpublic school.

How to obtain an MSDE certification

Steps for In-state graduate *not yet employed by a public school system or accredited private school* – you will receive an PEC. (In most cases, an individual who receives a contract with a public school system can use the resources of that system's HR Office to apply for an SPC I.)

Step 1.

Complete a Maryland Approved Program (MAP) outlined by the college/university you have attended.

UMBC requirements:

- a) Complete your major requirements. (Undergrads)
- b) Complete all required education classes, including internships and portfolio.
- c) Pass Praxis I & II

Maryland: Praxis Test Requirements

<http://www.ets.org/portal/site/ets/menuitem.c988ba0e5dd572bada20bc47c3921509/?vgnextoid=314baf5e44df4010VgnVCM10000022f95190RCRD&vgnnextchannel=d378197a484f4010VgnVCM10000022f95190RCRD>

Step 2.

In addition to completing a MAP, you must meet Maryland's qualifying scores on all required teacher certification tests (Praxis I and Praxis II or ACTFL).

Step 3.

To request your initial Maryland certificate by mail, submit the following:

- Official transcript(s) in an unopened mailer for all course work taken (community college, baccalaureate, post-baccalaureate, if applicable). Your transcript must show the degree, date of conferral, and the **Maryland Approved Program statement**. Student copies in an unopened mailer are also acceptable. (Do not have the college/university send transcripts directly to this office.);
- Qualifying scores for the required certification tests, Praxis I and Praxis II or ACTFL. Your test scores may be noted on a college transcript or you may send a photocopy of the original score report; and
- A cover letter with your name, complete mailing address, social security number, and the area of certification you are seeking. Day time telephone number and personal e-mail address are encouraged.

Send your complete packet to the following address:

Maryland State Department of Education
Certification Branch
200 W. Baltimore Street
Baltimore, MD 21201

Go here to find the on-line application process and get started:

http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/certification_inf/apply/docs/obtain1.htm

Step 4.

MSDE will determine your eligibility for certification and notify you in writing or by email.

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