MSDE Teacher Certification Process

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.1488512ecfd5b8849a77b13bc3921509/?vgnextoid=f98f15792a874210VgnVCM10000022f95190RCRD&vgnextchannel=9c6c15792a874210VgnVCM10000022f95190RCRDU
Step 2.
In addition to completing a MAP, you must meet Maryland's qualifying scores on all required teacher certification tests (Praxis I or alternative tests, 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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