

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

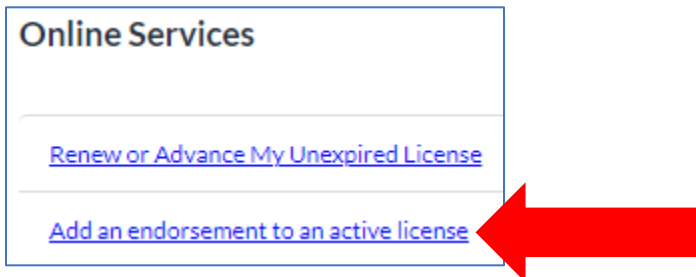
MCPS TEACH APPLICATION GUIDE-ADDING AN ENDORSEMENT

- **Please do not complete applications in TEACH, unless you have been directed to do so by a MCPS Certification Unit staff member.**
- ✓ Teaching endorsements via testing will take 4-6 weeks and confirmation of completion will be via TEACH.
- ✓ Specialist or Administrator/Supervisor endorsements will take 4-8 weeks and confirmation of completion will be via TEACH.

NOTE: When we confirm your eligibility for the new endorsement we will let you know the current processing time depending on the demands during the time of year.

Add an Endorsement to an active license – Use the instructions provided.

- 1) Log into the TEACH system at <https://certificationhub.msde.maryland.gov>
- 2) Under Online Services, choose “Add an endorsement to an active license.”



- 3) First, click the link to review the requirements. You will not be able to move forward until you review the requirements. As you complete each section, **the red X will change to a green checkmark**. At the end of each section, **click “Save and Next.”** If you have any questions, please email the MCPS Certification Unit at certification@mcpsmd.org. **DO NOT** contact MSDE with questions. Since you are employed with MCPS, all questions are required to be answered by MCPS.

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 notified. No payment is required when adding endorsements to an existing certificate.

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.

[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.](#)

Save & Next

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- 4) Select a category of licensure. For teaching areas, select Teacher. Then, select the endorsement area you are requesting to add to your license.

Area Of Licensure

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian Montessori Teacher

Areas of Certification Teacher

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)

- 5) 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 **click “Save and Next.”**

Identification Type : * Identification No :

Document : *

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

- 6) On the Education page, **click the box indicating “I do not have any information for this section.”** MCPS will update any degree changes on your behalf.

Education

I do not have any information for this section

- 7) On each Employment History section, **DO NOT** add experience. You will either choose “Save and Next” if experience is already listed, or you will choose “I do not have any information for this section” if no experience is listed. MCPS will update any experience on your behalf.

NOTE: MSDE EIS did not have currently employed; therefore, all educators will not have this verified in MSDE TEACH until we are able to update it when we need to work with your TEACH records.

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- 8) On the Testing page if we are using the coursework option to add the new endorsement, choose "I do not have any information for this section."

If we are using the testing option to add the new endorsement, then **add any passing test score(s) obtained for the endorsement(s) to be added** in the current application to add endorsement. Choose the option "I am uploading a copy of my score report," and upload the copy of the score report to this page and be sure to click the button to complete the upload. Then, **click "Save and Next."**

Testing

Maryland Required Assessment Other Assessment *

Test Name: * 0135 ART: CONTENT AND ANALYSIS 0135 Test Date: * 05/22/2010

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

- 9) Move through any remaining pages by checking "I do not have any information for this section" or "Save and Next" because MCPS takes care of anything necessary on your behalf.

- 10) **Complete the Affirmation and Signature page, then click "Submit Application."** Once submitted, you will be able to monitor the progress on the Educator Dashboard. You will then receive a confirmation email once this process has been completed.

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

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11) Once submitted, "Application Submitted" = "Completed." You will be able to monitor the progress on the Educator Dashboard. If items are needed, they may be indicated on your Educator Dashboard for a response; however, MCPS will send you a correspondence via TEACH or via MCPS Outlook.

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