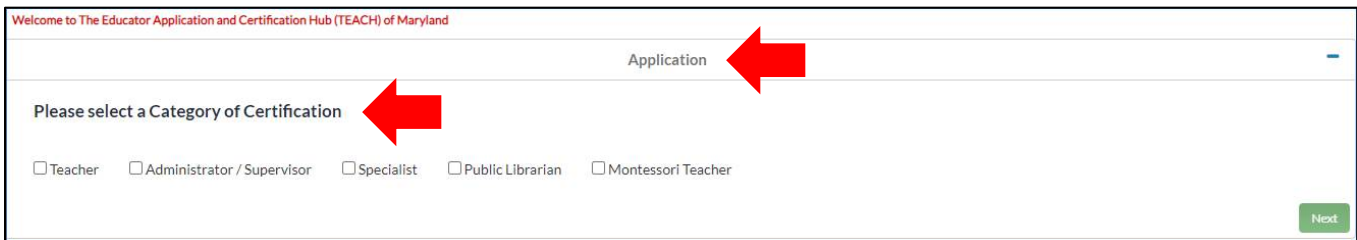


MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

New Maryland educators who have ***never*** held a Maryland Educator Certificate and are employed by MCPS in a position requiring Maryland certification ***MUST*** complete an **initial application for certification** – this is a Maryland State Department of Education (MSDE) requirement.

You must follow the step-by-step instructions in this guide to navigate successfully through the application.

- 1) **Log into the TEACH system** at <https://certificationhub.msde.maryland.gov> (You will need to register on TEACH before you can log into the system.)
- 2) To begin the **initial application** process so that MCPS can issue your first Maryland certificate, **select a Category of Certification**, and then click **Next**.



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

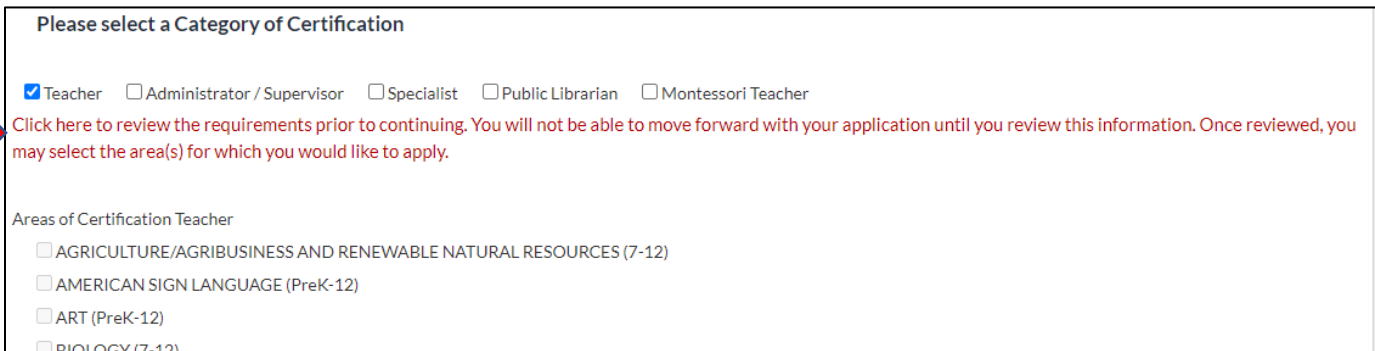
Application

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian Montessori Teacher

Next

- 3) **Click on the statement in red font to review the requirements for certification.** **You will not be able to choose a certification area until you click on the red words** and review the requirements. After you read the requirements, return to the page with your application. Under **Areas of Certification** click the box(es) for the requested area(s) of certification. This certification area is the one for which you were hired by MCPS.



Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian Montessori Teacher

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.

Areas of Certification Teacher

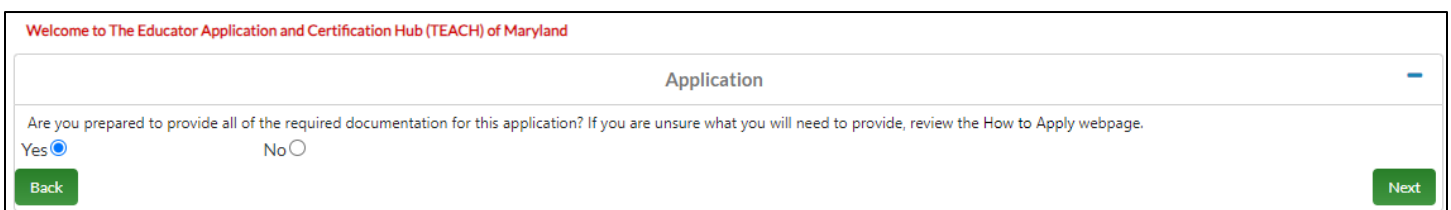
AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12)

AMERICAN SIGN LANGUAGE (PreK-12)

ART (PreK-12)

BIOLOGY (7-12)

- 4) Answer **YES** to the question “**Are you prepared to provide all the required documentation for this application?**”; **otherwise you will not be able to go forward.** MCPS will determine what type of certificate you are eligible for, so don't worry if you are not yet eligible for full Maryland certification. In other words, you will answer YES even if you have requirements left to qualify for a regular (versus conditional or resident teacher) Maryland certificate. Click **Next**.



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

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 5) As directed in the **Application Instructions** section, **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 regarding Maryland certification are required to be answered by the MCPS Certification Unit.

Application for a Maryland Educator Certificate

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

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

NOTE: You must complete all sections of the application before you can submit. As you complete each section, the **red X** will change to a **green checkmark** At the end of each section, click **Save & Next**.

- 6) In the **Personal Information** section, **you are required to upload a valid, unexpired proof of identification.** After you have answered the question, “Are you a citizen of the United States?” select one of the options listed in **Identification Type**, and upload a copy of your identification to the system.

Are you a citizen of the United States? Yes No

Identification Type:

Document:

Are you a citizen of the United States? Yes No

Identification Type:

Document:

Please choose an application that the system and MCPS can open and view (i.e., PDF, JPG, Word, etc.) Once uploaded, choose **Click here to complete Upload** then click **Save & Next**.

Identification Type:

Identification No:

Document: *

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

Click here to complete Upload

Save & Next

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 7) In the **Education** section, *if not already entered*, enter your college/university information only for institutions where a degree was earned. Please **DO NOT UPLOAD ANY TRANSCRIPTS** because they will not be considered official. **Check the box for “I am sending an official copy of my transcript by mail.”** The MCPS Certification Unit will upload official transcripts to your TEACH records.

Enter Education information here

State: OR My Coursework is from a Foreign Institution

Degree:

College/University: My school is not listed

Did this program lead to certification in the state where is it located? Yes No

Date Completed:

GPA: Credits Earned:

Student Teaching: Yes No

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.

REMINDER: If you have not yet submitted your official transcripts to MCPS during the hiring process, see our [Submitting Official Transcripts](#) information page to send them to the MCPS Certification Unit. Please **DO NOT** send transcripts to MSDE. MCPS will handle adding the official transcripts to your TEACH records.

- 8) In the **Employment History – Maryland Public School Experience** section, **list only your Maryland teaching experience.** MCPS will take care of marking “currently employed” for your MCPS experience.

Employment History - Maryland Public School Experience

I do not have any information for this section

District: School:

Currently Employed:

Position:

Date Terminated:

From Date: To Date:

FTE: Assignment:

Grade(s):

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 9) In the **Employment History – Other Education Experience** section, list all other teaching experience outside of Maryland. *This is optional if you want this in your MSDE records.* Otherwise, check the box for **“I do not have any information for this section”** and then **Save & Next**

Employment History - Other Education Experience

I do not have any information for this section

State: * California

Foreign Country:

District:

Employer: * LA Unified Schools

Position: * Teacher

From Date: * 08/22/2007

FTE: * 1

Grade(s): * 9-12

District Contact/Supervisor Name: * Test Supervisor

Verification of Reference by Email:

Upload Verification of Experience Form

School:

Currently Employed:

Assignment: Art Teacher

District Contact/Supervisor Phone Number: * (111) 111-1111

- 10) The **Employment History – Career and Technical Education Work Experience** section is only for educators hired to teach a Professional Technical Education (PTE) subject and who have occupational experience applicable to the PTE subject being taught. If this does not apply, check the box for **“I do not have any information for this section”** and **Save & Next**

Employment History - Career and Technical Education Work Experience

I do not have any information for this section

[Save & Next](#)

- 11) In the **Testing** section, enter any tests that are required for teacher certification by clicking on **Add Testing** and enter the information in the fields marked with a **red asterisk***. Next select the option **“I am uploading a copy of my score report,”** and upload the test score document. *If you do not have any tests scores to enter because you need tests or do not have your score reports,* click the box for **“I do not have any information for this section”** and **Save & 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

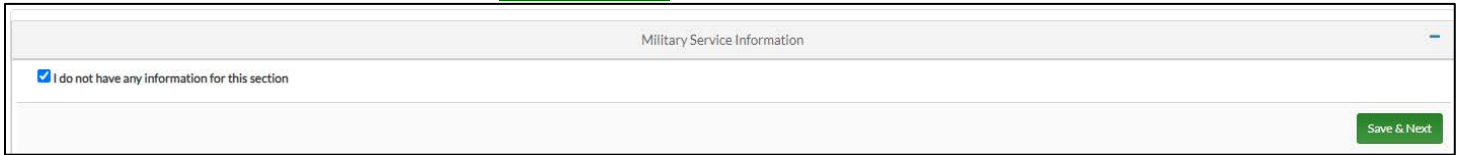
MSDE is the recipient of this score report AND I am uploading a copy of my score report

Document Type	IHE	Date	Document Link	Action
No Record Found				

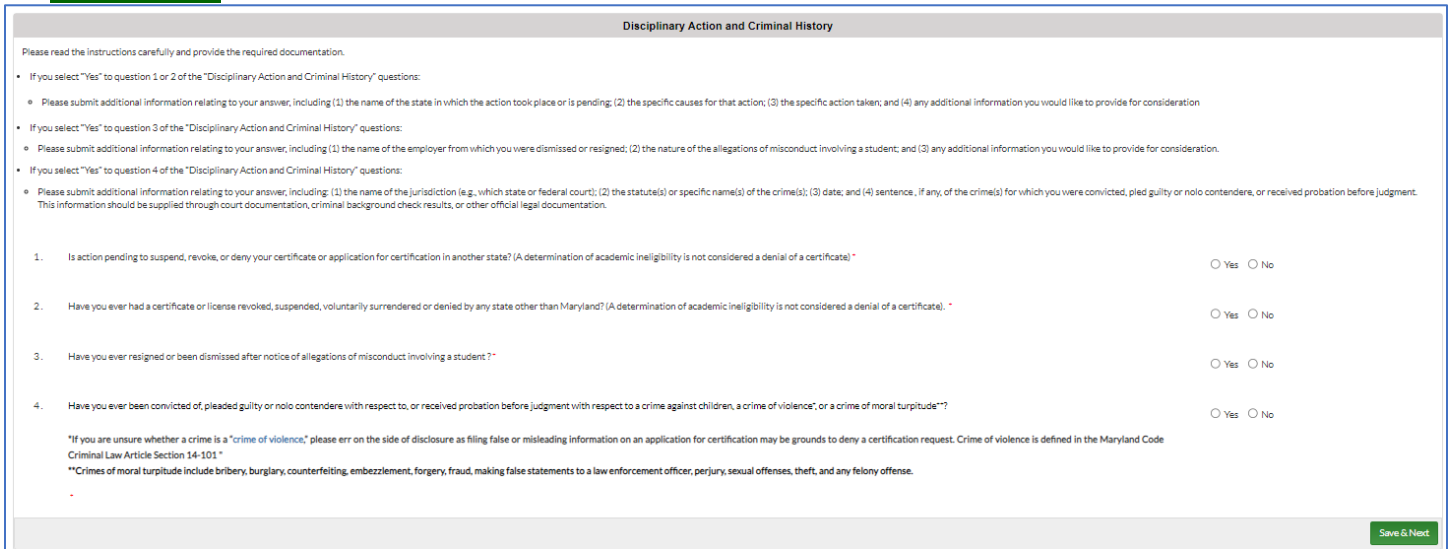
Document Type: * Passing Scores Document

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

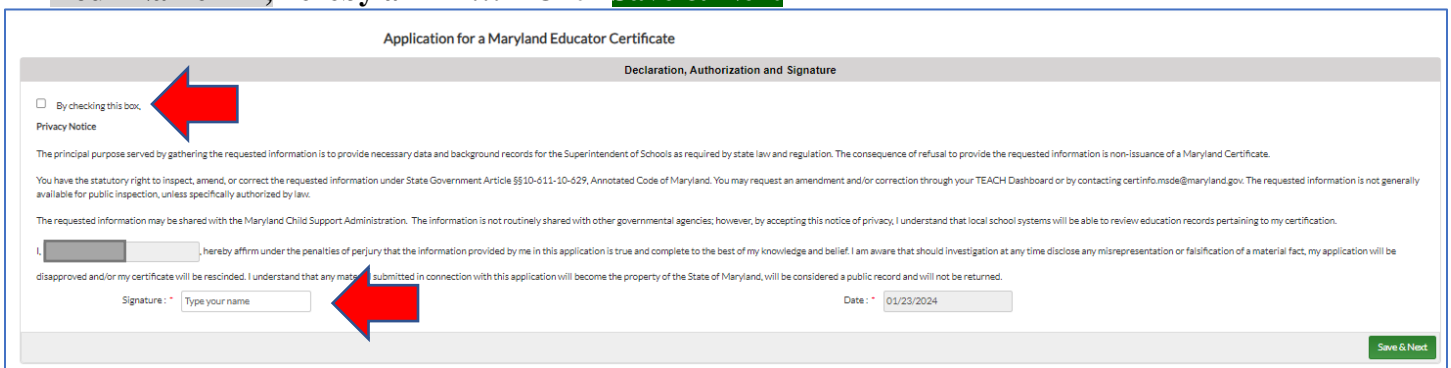
- 12) The **Military Service Information** section is optional. Otherwise, click the box for **“I do not have any information for this section”** and **Save & Next**



- 13) Answer the four questions to complete the **Disciplinary Action and Criminal History** section and click **Save & Next**

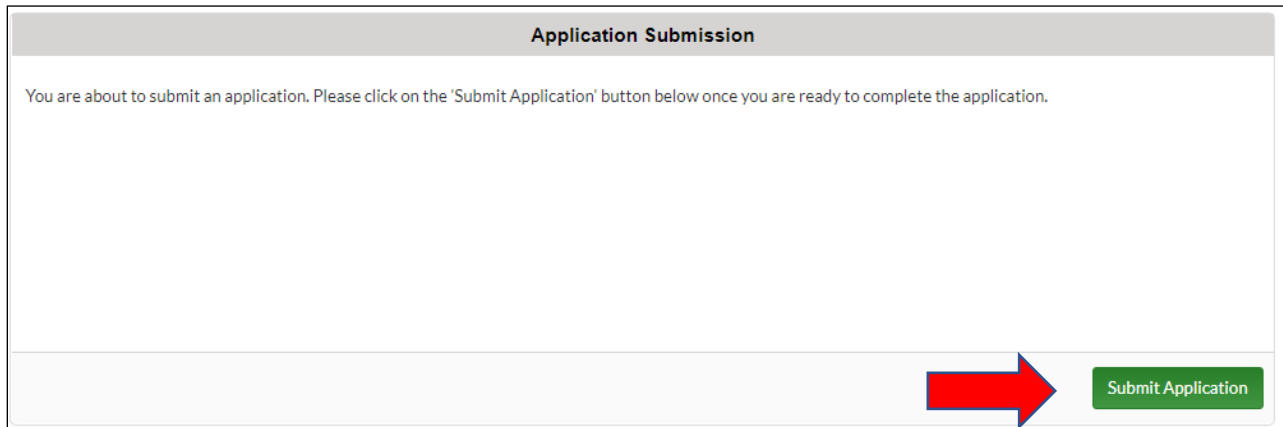


- 14) In the **Affirmation and Signature** section, click on the box in the upper left corner **“By checking this box,”**. Then type your name in the **Signature** box exactly as it appears in the gray box in the affirmation **“I, Your Name , hereby affirm...”** Click **Save & Next**

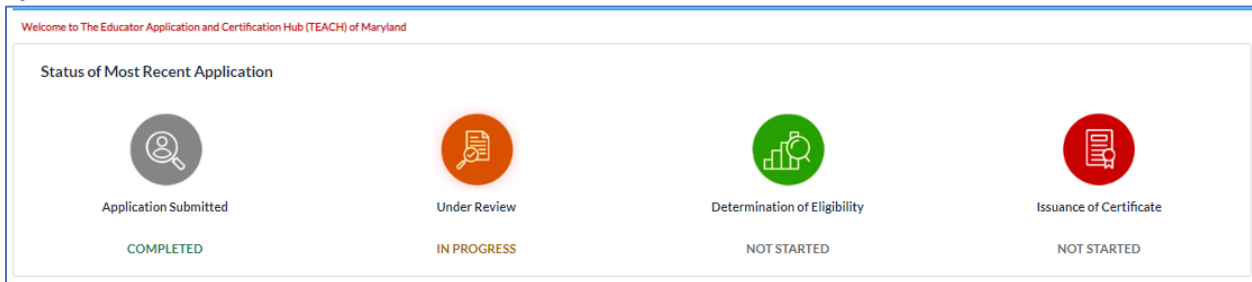


MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 15) In the **Application Submission** section, please be sure to click on **Submit Application**.



- 16) Once submitted, you will receive a MSDE TEACH automatically generated email thanking you for submitting your application. You will be able to monitor the progress of the application on your TEACH Dashboard. The MCPS Certification Unit will review your application. When **MCPS** has issued your Maryland Educator Certificate, you will receive an email notification via MSDE TEACH, sent by MCPS, to pay for your new certificate online. You must take care of that task right away. ***Paid = Active Certificate = Certified***



Application Details		
Application	Submitted On	Status
Initial Application	01/12/2023	Submitted

NOTE: If deficiencies are found in the application, MCPS will contact you via email to make the correction. You will receive an email notification from MSDE TEACH, sent by MCPS, to supply what is needed. You will be able to “resolve the deficiency” via your TEACH Educator Dashboard.