

Use these instructions only after MCPS has informed you that you are eligible for your NEXT or another Maryland Educator License.

1. Log into the TEACH system at <https://certificationhub.msde.maryland.gov>. Your username is the email you chose to use when you registered on TEACH. If you have forgotten your password, you will be able to reset it. If you do not remember your login (demographic) information, please email certification@mcpsmd.org with Need TEACH Login as your subject. We will respond in 24-48 hours.

Sign In

Welcome to The Educator Application and Certification Hub (TEACH), Maryland's new portal for Educator Licensure

TEACH requires completion of a one-time registration that will provide you with a username and password for log in. If you had an account in our previous educator information system, you must register through TEACH to access your account.

[Need help getting started? Check out the Guide for Applicants.](#)

Please contact the Educator Licensure office at certinfo.msde@maryland.gov if you have any question or experience any issue with the registration or login process.

User Name (Email)

Password

[Forgot password?](#)

[Forgot username?](#)

Log In

Register

2. After you have logged into your TEACH Dashboard, to the right of the screen under “**Online Services**” be sure to click on “[Renew or Advance My Unexpired License](#)”. (If your license *has already expired*, click on “[Reinstate and/or Advance my Expired License](#)” under “**Online Services**”)

Online Services

[Renew or Advance My Unexpired License](#)

[Reinstate and/or Advance my Expired License](#)

[Add an endorsement to an active license](#)

[Remove an endorsement from my active license](#)

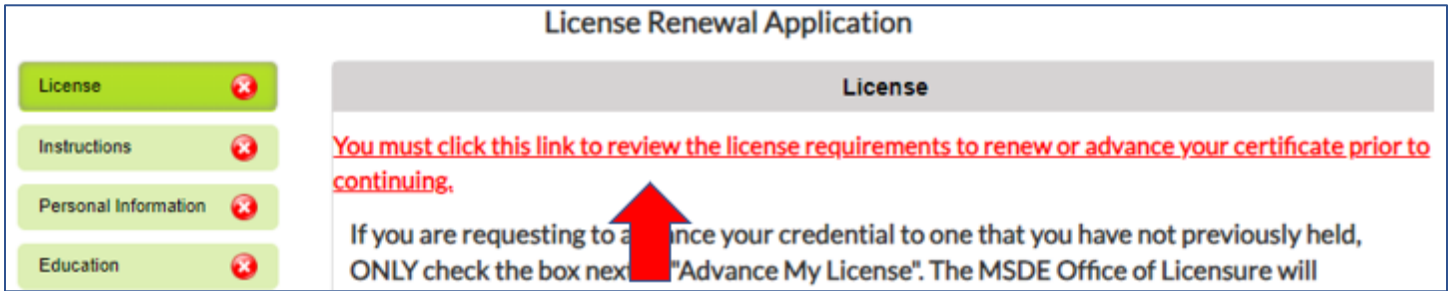
[Request a Name Change](#)

[Request verification of my license for another state department of education](#)

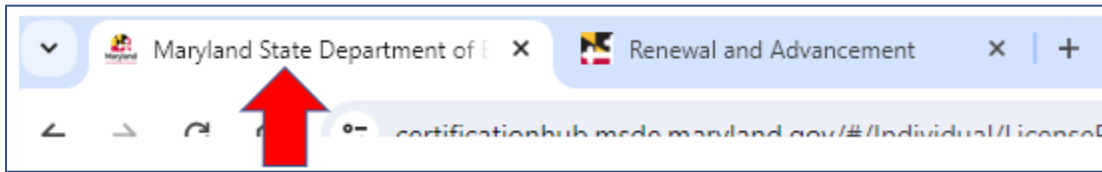
[Update the degree showing on my license](#)

[Request verification of my test scores for another state department of education](#)

3. To continue in the application, you will need to click on the words in red font “**You must click this link to review the renewal requirement prior to continuing**”.

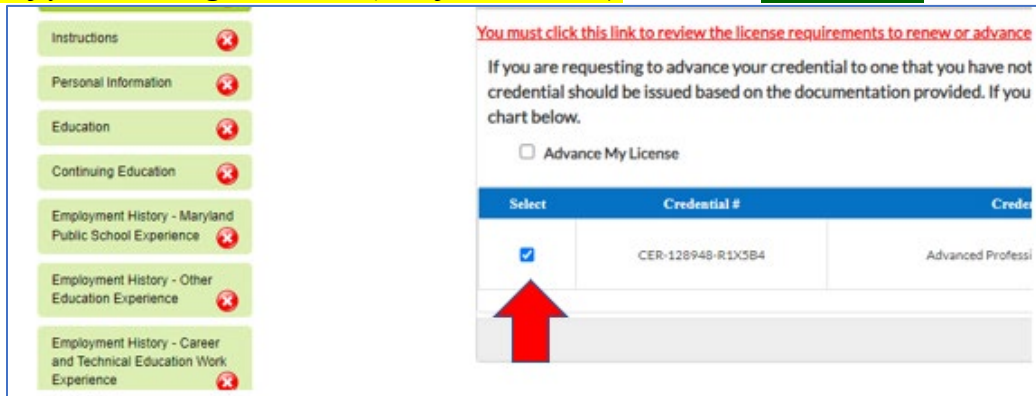


4. After reviewing the requirements, return to the tab with your application (see below):

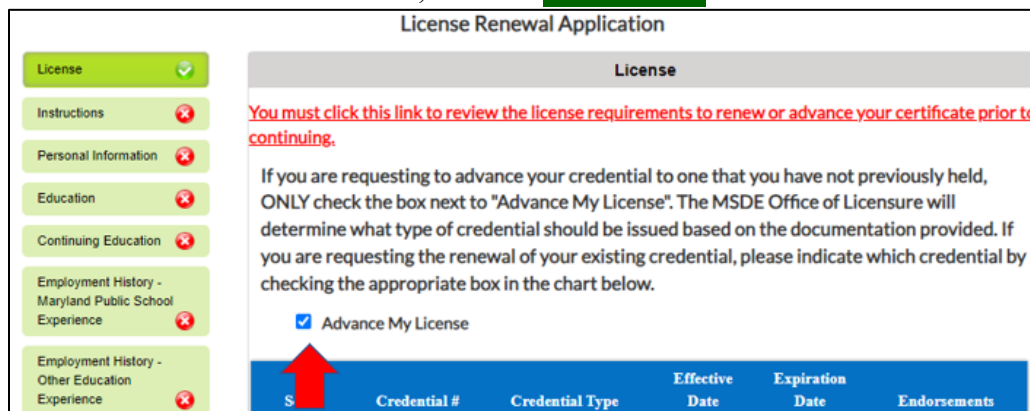


5. Please review the options below and choose either **option a** OR **option b**:

- a. Select the box next to the current OR expired certificate/license listed **if you are requesting the renewal of your existing credential (certificate/license)**. Click on **Save & Next**.



- b. **If you are requesting a license that you have not previously held**, please select the box for **Advance My License**. To move to the next section, click on **Save & Next**



6. 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 licensure must be answered by the MCPS Certification Unit.

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

7. In the **Personal Information** section, you are required to upload a valid, unexpired proof of identification. If you have previously uploaded a valid & current ID, you can click **Save & Next**. Otherwise, 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, **choosing an image format that TEACH and MCPS can open and view (i.e., PDF, JPG, Word, etc.)** Once uploaded, choose **Click here to complete Upload** then **Save & Next**.

8. **OPTIONAL:** In the **Education** section, *if not already entered*, enter your college/university information only for institutions where a degree was earned. **DO NOT UPLOAD ANY TRANSCRIPTS** because they are not official. Check the box for “I am sending an official copy of my transcript by mail.” Transcripts in your records prior to May 2022 will not be viewable; however, they are in your records or you would not be certified/licensed. Otherwise, check the box for “I do not have any information for this section” and then **Save & Next**.

REMINDER: Please **DO NOT** send transcripts to MSDE. MCPS add official transcripts to your TEACH records.

9. In the **Continuing Education** section, click the box indicating “**I do not have any information for this section.**” MCPS will update any continuing education on your behalf when applicable.

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 —

I do not have any information for this section

10. **OPTIONAL:** In the **Employment History – Maryland Public School Experience** section, list only your **Maryland teaching experience** if it is missing and check the box “**Currently Employed.**” Otherwise, click the box indicating “**I do not have any information for this section.**” Then click **Save & Next.**

Employment History - Maryland Public School Experience

I do not have any information for this section

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

District: *

Currently Employed:

This employment experience has been verified? * Yes No

Position: *

Termination Reason:

From Date: *

FTE:

Grade(s):

School:

To Date:

Assignment:

11. **OPTIONAL:** In the **Employment History – Other Education Experience** section, list all other teaching experience outside of Maryland *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: *

Foreign Country:

District:

Employer: *

Position: *

From Date: *

FTE: *

Grade(s): *

District Contact/Supervisor Name: *

Verification of Reference by Email:

Upload Verification of Experience Form

School:

Currently Employed:

Assignment:

District Contact/Supervisor Phone Number: *

12. OPTIONAL: 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. Otherwise, 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](#)

13. In the **Testing** section, click the box for **“I do not have any information for this section”** and **Save & Next**

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 renew 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

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

Military Service Information

I do not have any information for this section

[Save & Next](#)

15. Complete the **Disciplinary Action and Criminal History** section and click **Save & Next**

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 credential or application for a credential in another state? (A determination of academic ineligibility is not considered a denial of a credential) * Yes No

2. Have you ever had a credential 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 credential). * 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 a credential may be grounds to deny a credential 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](#)

16. 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**

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 : *  Date : *

17. In the **Application Submission** section, please be sure to click on **Submit Application**.

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.



Once submitted, you will be able to monitor the progress on the Educator Dashboard. **After we review and approve your application you will receive an email from MSDE directing you to your TEACH dashboard to pay the \$10.00 license fee online.** When you log into your dashboard, you will need to scroll down and to the right of your screen and click on the **red** words “**Pay Invoice**” to pay your fee online. After you pay the fee you will be able to download and/or print a PDF of your license. **Paid = Active License = Licensed**