MCPS TEACH APPLICATION OVERVIEW

• MCPS will provide explicit instructions on the various TEACH applications required for us to process your Maryland certificate issuance, renewal, reinstatement, and changes.

• As TEACH was created for ALL Maryland educators, including non-school system educators, please use those instructions to guide you through the TEACH portal since you already have education information, employment information and official documents in your State records.

• Please do not complete applications in TEACH, unless you have been directed to do so by a MCPS Certification Unit staff member.

Online Services available in MSDE TEACH:

✓ Renew my Unexpired Certificate (or Reinstate my Expired Certificate) – Use the instructions provided and complete this only when MCPS has informed you that you are eligible for the renewal or reinstatement of your Maryland Educator Certificate.

✓ Add Endorsement to an existing certificate – Use the instructions provided when MCPS has confirmed your eligibility for the new endorsement/certification area.

✓ I do not qualify but would like to request a review of my credentials – Do not use this application. Contact the MCPS Certification Unit to request a review of your records for a new certification area. If you will be conditionally certified, do not use this application.

✓ Remove an Endorsement – Use the instructions provided when MCPS has confirmed that you can remove an endorsement. The certification area/endorsement that enabled the educator to obtain MD certification cannot be removed.

✓ Request a Name Change – Educators will need to complete this request via TEACH along with proof of name change documentation. This is in addition to notifying MCPS of any name change.

✓ Request Verification of my Certification – This request will be completed by MSDE. Contact the MCPS Certification Unit if you have any questions about your MD certification.

✓ Update my Highest Degree – Do not use this application. MCPS does this automatically when the official transcripts are received by the MCPS Certification Unit.

✓ Request Verification of my Test Scores – This request will be completed by MSDE.