CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
FREQUENTLY ASKED QUESTIONS

IMPORTANT INFORMATION: MSDE credit <u>cannot</u> be earned during school/work hours by professional staff unless personal or annual leave is requested. Professional staff cannot use professional leave to take a CPD course. A copy of your approved leave form must accompany your MSDE Division of Certification and Accreditation CPD Credit Form.

1. **What is a Continuing Professional Development (CPD) course?**
   - In-service course defined by the Maryland State Department of Education (MSDE).
   - MSDE approved credit-bearing course
   - Contingency course required by MCPS
   - Reading course required by MSDE
   - Course of general interest

2. **What is the rationale for taking CPD courses (professional staff only)?**
   - Salary advancement
   - Certification renewal

3. **Who is eligible to take CPD courses?**
   - Professional staff
   - Support staff on space available basis
   - Substitute staff on space available basis

4. **Where is the information about CPD courses located?**
   - Professional Development Online (PDO) system

5. **What courses are offered each year?**
   - The CPD Course Listing is available on the [CPD Courses website](#).

6. **What is the approximate class schedule for each semester?**
   - Courses are offered 3 times a year (summer, fall, and spring semesters)
   - Summer semester runs July – August
   - Fall semester runs October - January
   - Spring semester runs from February - June
   - During the regular school year, classes are usually held one evening per week, for example from 4:00 to 7:00 p.m.
   - During the summer semester, classes are usually daylong or about 6 hours per day.
   - Classes are not held on holidays or the evening before a holiday, Mondays or Fridays.

7. **What is the duration of each course?**
   - 1-credit course = 15 hours of instruction
   - 2-credit course = 30 hours of instruction
   - 3-credit course = 45 hours of instruction

8. Is there a required fee for CPD courses?
- As of July 1, 2015, the Montgomery County Employees Association approved a new CPD fee, which is based upon the number of credits.
  - $30.00 for a one-credit course
  - $60.00 for a two-credit course
  - $90.00 for a three-credit course

9. How do I pay for the course?
- An automatic payroll deduction will be made from the participants' payroll after successful completion of the CPD course and final grades/attendance entered by the CPD instructor.
- There is an additional **$50.00** registration fee for NON-MCPS participants and for participants on unpaid or long-term leave. The NON-MCPS participant will submit the fee via personal check payable to: MCPS.

10. Can I receive a stipend and credit at the same time?
- No, you cannot receive both. CPDs are offered for credit only.
- Permanent employees attending a CPD course during the duty day must take approved annual or personal leave in order to receive credit for the course.

11. How do I register for CPD courses?
- The web-based Professional Development Online (PDO) system provides an effective method for registration. PDO is a secure system and requires a username and password. If you need assistance with registration, call the Help Desk, 301-517-5800.

12. What is the duration for on-line registration?
- Enrollment continues until class has reached maximum enrollment or until 2 days prior to when the class starts, if space is available.

13. Will I be notified when I have completed enrollment for a particular course?
- PDO will e-mail a message confirming your enrollment and a reminder one week prior to the start of the class.

14. Once I enroll for a course can I be removed from the class? Will I be notified?
- Yes, you may be dropped if you do not have a contingency with the most pressing expiration date, or you are not the appropriate audience. PDO will notify you of your removal from the course. For questions, contact the CPD Office, 301-315-7391.

15. Are there allowable absences from CPD courses?
- If a participant misses more than the maximum number of hours listed below, s/he will not be able to make up the work and will not receive credit.
  - 1 credit course – 1 hour (With the instructor's permission.)
  - 2 credit course – 3 hours
  - 3 credit course – 6 hours

16. What is the grading policy?
- Credit or no credit is given based on attendance and completion of assignments.

FREQUENTLY ASKED QUESTIONS

17. What happens after completion of the course and how do I receive my grade slip for the course?
- The instructor indicates if participant is to receive credit or no credit in PDO.
- The instructor indicates attendance for all participants in PDO.
- The CPD office issues credit slips within one - two weeks after final grades/attendance are posted in PDO by the instructor. Participants who are permanent certificated employees will have their credit slips placed in their MSDE TEACH account and can access via their TEACH dashboard. Certification Unit members have access to this information.

18. What are contingency courses?
- Requirements by MCPS or MSDE (see below for contingency courses).

19. What are some of the contingency course offerings?
- HR-17 and HR-21 (Multicultural Human Relations)
- RD-58, RD-59, RD-60, & RD-61 (Elementary Literacy)
- RD-55 & RD-56 (Secondary/PK-12 Literacy)
- SA-35 (Special Education)
- SC-57 (Physical Science)
- SC-58 (Earth/Space Science)
- SC-59 (Life Science)

20. What are some examples of non-contingency courses?
- Blended Learning
- Reimagining My Learning
- Religious Literacy for Educators
- Spanish for Teachers
- Teaching Students with Special Needs
- Sign Language
- Teaching the ESOL Student

21. How do I enroll in non-contingency courses?
- The sponsoring department within MCPS sets enrollment criteria for their course.

22. For additional questions, who can I contact?
- For CPD Information: CPD Registrar at 301-315-7391
- For Certification Information: 301-279-3112
- For Salary Advancement: 301-279-3112
- For PDO User ID: Help Desk at 301-517-5800