

## How to View and Print Your Certificate

MSDE no longer prints and mails paper certificates. All staff is required to establish an account in the Maryland State Department of Education's Educator Information System (EIS). All professional employees are required to possess and maintain a Maryland Teaching Certificate. Failure to maintain a valid Maryland Certificate can result in termination of your employment.

- Go online to the Maryland State Department of Education (MSDE) Educator's Information System (EIS) to create your educator account at [www.mdcert.org](http://www.mdcert.org).
- Click on the "LOGIN HERE" icon.
- Create your educator account if you have not already done so by following the instructions below:
  - A. Accessing the website:
    - a. Go to [www.mdcert.org](http://www.mdcert.org), a Maryland State Department of Education (MSDE) website.
    - b. Click on "Login here" in the upper center of the page. You will be taken to a new window. Ensure your pop-up blocks are disabled if you do not see the new screen.
  - B. Create a user account:
    - a. Click on NEW USER.
    - b. Input your SSN, Date of Birth, and your Last Name in the prescribed format.
    - c. Type in the validation characters which are case sensitive.
    - d. Click "New Page."
  - C. Create your user name and password:
    - a. Create your password using the guidelines as listed on the screen.
      - Please make note of this password for future access to your account.
- Print a copy of our certificate.