

This section is applicable to all new hires to Baltimore County Public Schools.

**If this is your initial request for a Maryland Certificate...**

- 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.
- Follow all instructions for completing an on-line application. (See directions on the back of this sheet.)
- **Be sure to print a copy of the application, before you do the final submission. You will not be able to go back into the system to print it.**
- Give a copy of the printed application to the Personnel Hiring Office at your contract signing.
- Submit all required documents (out-of-state licenses, out-of-state tests, official transcripts, in-state test sheets, etc.) to the Personnel Hiring Office so that it will be in your folder for the Office of Certification to use to issue your certificate.
- If you are having problems, contact MSDE at 410-767-0412.

**If you have a current or expired Maryland Certificate or a Professional Eligibility Certificate...**

- 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 instructions A, B, and C of the sheet on the back. If you have already visited this site in the past, use your password for accessing your account.
- Print a copy of our certificate.
- Give a copy of the printed certificate application to the Personnel Hiring Office at contract signing.
- If you have an expired certificate and it does not appear in EIS, you must complete an online certification application as described in the **initial request** section above.

*BCPS will now handle all of your certification needs so do not send documents or correspond with MSDE at this point since you are now our employee.*

*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.*

## Step-By-Step Process for Completing an On-Line Certification Application

- 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.
  - b. Please make note of this password for future access to your account.
- D. Complete the application:
  - a. Click “Apply for Certification” on the menu list at the left of the screen.
  - b. Read the Welcome screen and continue through each screen following the instructions on the screen to complete the application.
  - c. Answer each Suspension/Revocation question (**required**)
  - d. Read and accept the affirmation statement and privacy notice
  - e. Submit the application.
- E. Print your complete application:
  - a. This screen is your only chance to print the application. Print two copies of the application and verify that it has been printed before closing the screen.
  - b. Keep one copy for your files and bring give one copy to the Personnel Hiring Office at contract signing. This is our proof that you have gone online and completed the application.

Once you have submitted all required documents, the Office of Certification will process the certificate request to MSDE. After your certificate request has been processed and the \$10.00 certificate fee has been deducted from your paycheck, you will be able to go back to this account to view and print your certificate. MSDE no longer mails certificates.