1. **What does CPD stand for?**  
CPD stands for continuing professional development.

2. **What is the purpose of CPD credit?**  
Continuing professional development (CPD) experiences provide opportunities for Maryland educators to earn credits necessary for renewal of certification. In BCPS, credits may also count towards salary advancements.

3. **How often does BCPS offer CPD courses?**  
BCPS offers CPD courses during spring, summer, and fall sessions.

4. **Who can participate in a CPD course?**  
Current and retired BCPS employees can participate in courses free of charge. Non-employees can register and participate on a space-available basis for $25 per credit. Some courses may be designated for BCPS employees only.

5. **How much does it cost to take a BCPS CPD course?**  
CPD courses offered by BCPS are free of charge for current and retired BCPS employees. Non-employees must pay $25 per credit to participate in any course.

6. **What courses are offered?**  
Interested participants must register for courses by logging into BCPS One at [https://bcpsone.bcps.org](https://bcpsone.bcps.org), selecting the Professional Learning tile, and then selecting the Registration System tile. Courses can be found in the PDC Inservice Catalog – CPD Courses catalog. Registration instructions are available from the login screen.

7. **Can I take more than one course at a time?**  
Yes.
8. **When are CPD courses offered?**
CPD courses are generally offered Tuesday, Wednesday, and Thursday evenings beginning at 4:30 p.m. Select courses are offered online or at alternate times.

9. **What day and time are courses held?**
Please refer to the information in the Online Registration System for exact meeting times and locations.

10. **How do I register for a BCPS’ CPD course?**
Interested participants must register for courses by logging into BCPS One at [https://bcpsone.bcps.org](https://bcpsone.bcps.org), selecting the Professional Learning tile, and then selecting the Registration System tile. Courses can be found in the PDC Inservice Catalog – CPD Courses catalog. Registration instructions are available from the login screen.

11. **What happens if I register and then cannot participate in a course?**
If you are unable to participate in a course, please go to the BCPS Online Registration System and “Unregister.”

12. **How will I know if a course is full?**
The BCPS’ Online Registration System will indicate if a course is full.

13. **Do I still have class if BCPS is closed or closes early for inclement weather?**
If BCPS is closed or closes early for inclement weather, then classes are cancelled.

14. **Do I still have class if the school where my class meets is closed or closes early due to heat-related conditions?**
If the class is held in a school that closes early for heat-related conditions, CPD classes/meetings in that school are cancelled.

15. **Do I still have class if BCPS is closed for students but open for staff?**
Yes, classes will be held as scheduled.
16. What happens if I have to miss a class? 
Please contact the course instructor if you are going to miss a class. Course participants are expected to attend all classes and complete all assignments. However, extenuating circumstances arise. Course participants are permitted to miss a maximum of one class per one-credit course, two classes per two-credit course, and three classes per three-credit course and still be eligible for credit.

17. What happens if I do not successfully complete a course? 
If all course requirements are not met, credit will not be issued. To receive credit, participants must re-register and complete all sessions of the new course.

18. Can a CPD course be cancelled? 
CPD courses can be cancelled due to low enrollment or at the discretion of the coordinator.

19. How long after a course comes to an end does it take for me to receive my signed credit form? 
Credit forms are issued approximately four to six weeks after a course ends.

20. How do I get my credit form? 
A copy of the credit form will be emailed to the participant. The credit form for non-employees will be mailed to the participant’s home address.

21. How does the Office of Certification know that I completed a course? 
A copy of the credit form will be emailed to the Office of Certification.

22. Whom do I contact with questions concerning my certification or salary lane change? 
Contact the Office of Certification at certunit@bcps.org or 443-809-4147.