

FACT SHEET FOR CONDITIONAL CERTIFICATE HOLDERS
EFFECTIVE January 1, 2003

1. A Conditional certificate is a substandard certificate and replaces the Provisional certificate.
2. A Conditional certificate will be issued to an individual who has a shortage in course work and/or has not achieved qualifying scores on the State of Maryland's certification tests as indicated on the certification evaluation in order to be issued a professional certificate.
3. A Conditional certificate is valid for two years beginning either January 1 or July 1 depending upon your entry date into the school system.
4. A transcript analysis will be completed and a certification evaluation will be sent to you. The courses taken to renew the Conditional certificate **MUST** be in the areas designated on the evaluation or be part of a Maryland Approved Program (MAP) within your area of certification.
5. Most courses completed to renew the Conditional certificate must be semester hours completed at an accredited college or university. There are two exceptions. The introduction to special education course and the reading requirement courses may be MSDE in-service courses completed through the Office of Professional Development. All other courses must be semester hours.
6. Depending on the initial transcript analysis, the Conditional certificate may be renewed one time for an additional two-year period.

ALLOWABLE NUMBER OF CONDITIONAL CERTIFICATES ISSUED

1. If you need ***thirteen (13) or more semester hours and/or the tests*** you must complete at least twelve (12) semester hours and achieve qualifying scores on the Praxis I tests (reading, writing, and math) in order to renew the Conditional certificate for a second two-year period.
2. If you need ***thirteen (13) or more semester hours and have achieved qualifying scores*** on the Praxis I and Praxis II tests you need to complete at least twelve (12) semester hours in order to renew the Conditional certificate for a second two-year period.
3. If you need ***twelve (12) semester hours or less and the test(s)*** you can only be issued one (1) Conditional certificate and must complete all courses and achieve qualifying scores on all tests during the validity period of the initial Conditional certificate.
4. If you ***have completed all of the required courses, but have not achieved qualifying scores*** on Praxis I and/or Praxis II, you can only be issued one (1) Conditional certificate and must pass all required tests during the validity period of the initial Conditional certificate.
5. If you need ***twelve (12) semester hours or less and have achieved qualifying scores*** on Praxis I and Praxis II, you can only be issued one (1) Conditional certificate and must complete all course work during the validity period of the initial Conditional certificate.
6. If you ***held an Advanced Professional or a Standard Professional-1 or Standard Professional-2 certificate and let it lapse***, you can be issued only one (1) Conditional certificate and must meet the renewal requirements during the validity period of the Conditional certificate.

Maryland's testing requirements include Praxis I and II; however, scores for the National Teacher's Exam **taken prior to July 1, 2000** will be accepted. When taking the Praxis test(s), you must identify the Maryland State Department of Education as a recipient of your test results by using **code R7403** on the registration form. A copy of the test results must also

be sent to the Office of Certification and a photocopy is acceptable. All course requirements must be submitted in the format of an **official transcript**.

Failure to satisfy renewal requirements may result in your salary being frozen on step, your employment status being changed to long-term substitute, or your employment contract rendered null and void.

Certification requirements are subject to change without notice