

FACT SHEET FOR MARYLAND CERTIFICATION

NOTE: New Regulations as of January 1, 2003*

Employees in a position directly related to the instructional program must hold an appropriate certificate as set forth by the State Board of Education Code of Maryland Regulations. **It is the responsibility of the holder of the certificate to know the certification regulations relative to his/her certificate.** Baltimore County Public Schools Department of Personnel representatives will make current certification regulations available to all employees. The Baltimore County Board of Education will request the issuance and renewal of the certificates for its employees and will deduct the State's mandated fee from employees' paychecks.

DEFINITIONS (words or phrases in italics used throughout this document)

- *Acceptable credit* is post baccalaureate coursework that is
 - completed at a regionally accredited college or university (grade of "C" or better), or through MSDE continuing professional development (CPD) credits
 - related to the educational assignment, an anticipated assignment, or in general education
 - earned within five (5) years immediately preceding the date on which the certificate is issued for an initial certificate, and earned within the validity period of a renewing certificate
 - earned in reading courses if requirements have not been completed.
- *Professional Development Plan* (PDP) is the same as Baltimore County's Individual Development Plan and is kept on file with the individual responsible for the employee's performance evaluation.
- *Equivalent experience* in lieu of credits for the renewal of the APC only are any approved combination of one or more types of professional growth activities listed below. *Equivalent experience can only be applied after all MSDE reading requirements have been satisfied.*
 - teaching a college or continuing professional development (CPD) course
 - publishing in a professional journal
 - developing and/or producing educational materials
 - authoring or a co-authoring a book
 - supervising a student teacher
 - assuming an educational administrative/supervisory position (positions on the administrative and supervisory salary schedule or a position with a responsibility factor).

***Standard Professional Certificate I (SPC I)-as of January 1, 2003**

- is issued for five (5) years to an individual under a regular contract who does not meet the requirements for an Advanced Professional Certificate (APC)
- is renewable only one (1) time at the request of the Superintendent for an employee who received a SPCI certificate and **whose service was interrupted** causing the individual to fail to meet the experience requirement to move to the SPCII. The employee must present **6 semester hours** of *acceptable credit* to receive the renewed SPC I.

***Standard Professional Certificate II (SPCII)-as of January 1, 2003**

- is issued for five (5) years to an individual who held a SPC I and presents six (6) semester hours of *acceptable credit*
- *requires three (3) years of satisfactory professional school-related experience
- requires a *Professional Development Plan (PDP)*
- cannot be renewed.

Extended Standard Professional Certificate II (ESP II)

- is issued for three (3) years to an individual who received a SPC II certificate and whose service was interrupted causing the individual to fail to meet the APC experience requirement
- cannot be renewed.

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Advanced Professional Certificate (APC)

- is issued for five (5) years to an individual eligible for a professional certificate who presents
 - ✓ a master's degree or **36 semester hours** of post-baccalaureate credit (21 graduate credits and 15 additional graduate, undergraduate, or MSDE approved CPD credits). Six (6) semester hours of the graduate credit must be related to the specific assignment and be completed within the last (5) years, **or**
 - ✓ * National Board Certification and twelve (12) semester hours of graduate credits after the conferral of a bachelor's or higher degree, **and**
 - ✓ *verification of three (3) years of satisfactory experience.
- can be renewed for subsequent five (5) year periods by presenting
 - ✓ a Professional Development Plan
 - ✓ verification of three (3) years of satisfactory school-related experience completed within five (5) years immediately preceding the renewal
 - ✓ Six (6) semester hours of acceptable credit or equivalent experiences as verified by the Superintendent

NOTE: A Trades and Industry teacher must complete a planned program created in cooperation with the Supervisor of Technical Programs and the principal.

* **Conditional Certificate:** All teachers with a provisional contract will receive a conditional certificate.

- is issued to an individual who needs to meet minimum requirements for a professional certificate
- *is valid for two (2) years.
- *may be renewed **one time** (upon the recommendation of the Superintendent) if the teacher has satisfied the provisions of the Evaluation for Certification on which the certificate was initially issued. These requirements can include the completion of at least twelve (12) semester hours of credit toward the professional certificate **and achieving a qualifying score** on the PRAXIS I tests, if needed. **For those teachers who need only tests, the Conditional Certificate will not be renewed; therefore, qualifying scores on all tests must be achieved in two years.**

Failure to Satisfy Renewal Requirements or Earn a Professional Certificate

Teachers who fail to satisfy renewal requirements of their certificate or who fail to meet the requirements for a Standard Professional or an Advanced Professional Certificate **may be terminated**. The Superintendent has the prerogative to freeze the teacher's salary on step and, on the teacher's behalf, petition the Maryland State Department of Education to issue a provisional certificate.

Waiver of Renewal Requirements

The Superintendent **MAY** request a waiver of renewal requirements for any certificated employee who is 55 years old or older or has been successfully employed at least 25 years in public school service or approved nonpublic school service.

Certification requirements are subject to change without notice.