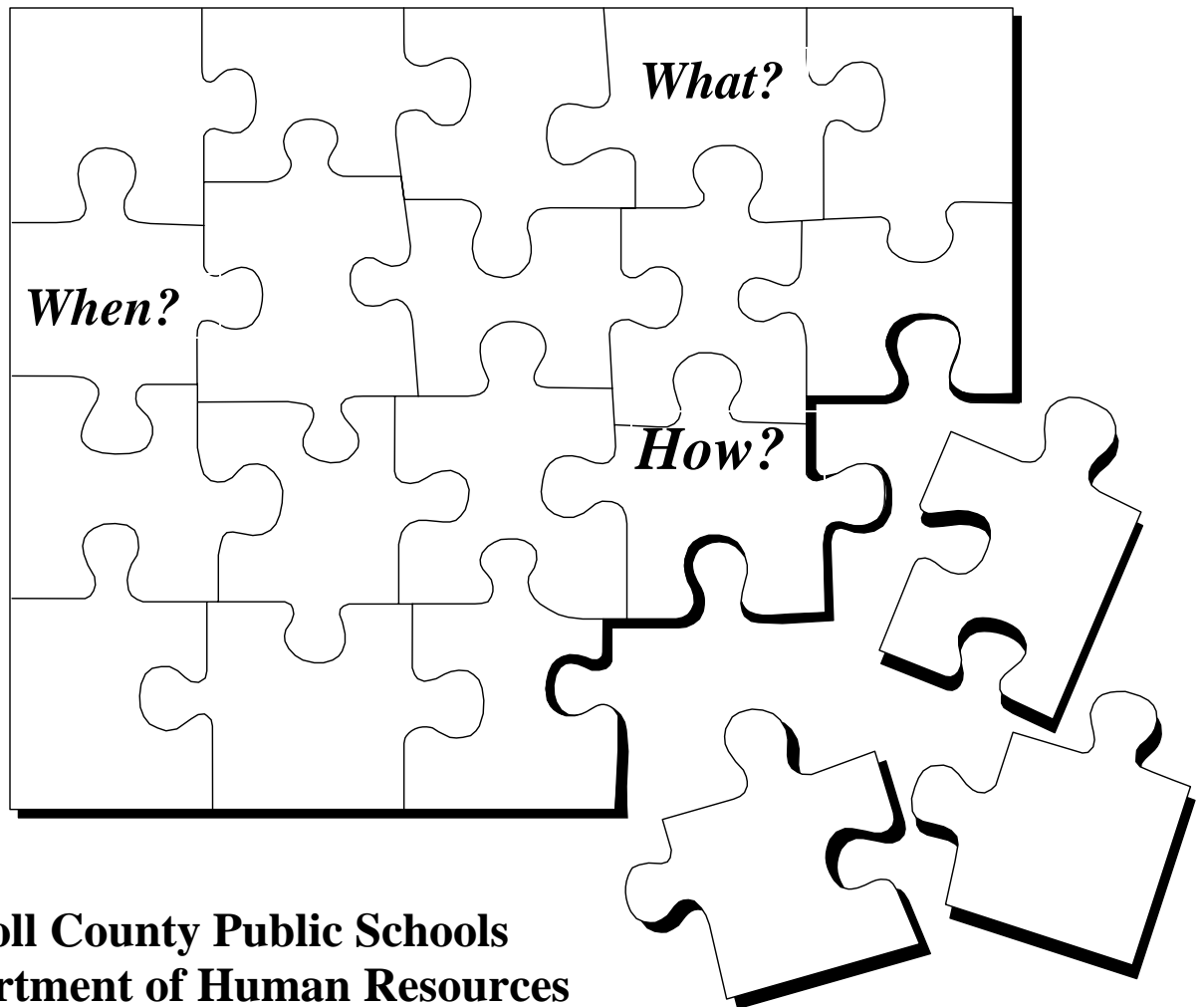


Certification Information for CCPS Certificated Personnel



**Carroll County Public Schools
Department of Human Resources
125 North Court Street
Westminster MD 21157
410-751-3076**

(UPDATE 7/05/07)

INTRODUCTION - PURPOSE OF BOOKLET

This booklet is to help you better understand the certification process. We hope it provides answers to your Maryland teacher certification questions. Areas addressed are:

- The importance of knowing where your teaching certificate (license) is located
- Clarification regarding the information on your teaching certificate (license)
- Requirements for certificate renewal
- Acceptable credit, and the process for program and course work approval
- Requirements for course work in reading
- Process for requesting an APC evaluation
- Process for requesting an evaluation of course work needed to add an endorsement (additional area) to your teaching certificate
- Professional development plan (PDP) and suggestions for designing a plan

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COMMON ACRONYMS & DEFINITIONS

APC	Advanced Professional Certificate
COMAR	Code of MD Regulation
CPD	Continuing Professional Development (credits)
DHR	Department of Human Resources
ESPCII	Extended Standard Professional Certificate II (ESP2)
ETS	Educational Testing Service
IHE	Institute of Higher Education
LEA	Local Education Agency
MAP	Maryland Approved Program
MSDE	Maryland State Department of Education
NBPTS	National Board for Professional Teaching Standards
NCATE	National Council for Accreditation of Teacher Education
NTE	National Teachers Exam - Teacher Certification Tests
PRAXIS I & II	Teacher Certification Tests
PDP	Professional Development Plan
PEC	Professional Eligibility Certificate
QHR	Quarter Hour (1 QHR = 2/3 Semester Hour)
RA	Regionally Accredited
RC	Renewal Credit
RTC	Resident Teacher Certificate
SH	Semester Hours
SPCI	Standard Professional I Certificate (SP1)
SPCII	Standard Professional II Certificate (SP2)

YOUR MARYLAND TEACHING CERTIFICATE

A MD teaching certificate is a **license** to teach in an accredited public school in the state of MD.

As with all licenses, the MD teaching certificate should be treated as an important document. Display it in an area where it can be referenced easily, or file it in a secure but accessible location for future reference. The license states, **“It is the responsibility of the holder of this document to know the current certification regulations and to renew this certificate prior to the expiration date.”**

MD teaching certificates have issuance dates of either January 1 or July 1 and expiration dates of either December 31 or June 30.

Every contracted teacher and specialist employed in the public school systems of MD is required to hold a MD certificate. A certificate is also required of each administrator and supervisor in a position directly related to the instructional program.

The MD certificate contains important information specific to your certification status. Inspect the certificate to ensure it is accurate. Errors should be reported in writing to the DHR.

Married women please note, MSDE automatically places the first letter of the maiden name as the middle initial on the teaching license. MSDE only makes name changes at the time an endorsement is added or a certificate is renewed.

The sample certificate on the next page provides an explanation for the notations on the certificate. The first line on the left of the certificate lists Educator ID which is the Local School Systems ID “06” and the certificate holder’s last four (4) digits of the social security number.

The next block indicates the highest degree earned (High School, Bachelor,

Master, Educational Specialist, Doctorate). MSDE only makes degree changes at the time a certificate is renewed or an endorsement is added.

The next section is the type of certificate held. Certificate types are: Professional Eligibility, Standard Professional 1, Standard Professional II, Extended Standard Professional II, Advanced Professional, and Conditional. The last block on the right state the validity period of the certificate, either January 1 or July 1 issuance and expiration dates.

The next line in center lists endorsements (subject areas of certification.) The certificate may also reflect a. The bottom center is the Ancillary Credits which would have “Special Education”, indicating that the individual has successfully completed a 3-semester hour course in introduction to special education, mainstreaming, or inclusion. The “Reading” designates that the individual has satisfied a 3-semester hour course in the methods of teaching reading. Effective with certificates issued on or after 1/1/99, the Reading will also be followed by a number denoting the number of reading credits completed. (Refer to page 12 regarding the reading requirements.)



MARYLAND EDUCATOR CERTIFICATE

R2 aaaTEST 2

is issued this certificate on the basis of having met the legal requirements in the State of Maryland.

EDUCATOR ID

0002

HIGHEST DEGREE

Bachelor's

TYPE

Standard Professional I

VALID

7/1/2005 - 6/30/2010

CERTIFICATION AREAS

Biology 7-12

ANCILLARY CREDITS

Reading 6

Special Education

It is the responsibility of the holder of this certificate to know the current certification requirements and to renew this certificate prior to the expiration date.

Given at Baltimore, Maryland, by

State Superintendent of Schools

TYPES OF CERTIFICATES

Certification regulations were revised numerous times since 1994. The most recent changes became effective 1/01/03. The following information includes certification regulations effective 1/1/2005.

- **Professional Eligibility Certificate (PEC)** -Valid for 5 years and renewable for additional 5-year periods. A PEC is issued to a qualified individual *prior to regular contractual employment* or to an individual not currently employed by a Maryland school system. A PEC becomes invalid upon issuance of a regular Maryland teaching certificate.
- **Standard Professional Certificate I (SPCI)** – Valid for 5 years for a certificate issued 1/01/03 and thereafter. Issued at the request of the LEA to an individual employed under a Maryland contract. This certificate is renewable only one time at the request of the local school system for an individual, who due to a break in service did not meet the experience requirement to move to the SPC II. The applicant must still present 6 semester hours of acceptable credit to receive the renewed SPC I for three years.

Exception: A teacher holding a masters degree prior to the issuance of the SPCI who earns six credits within 5 years prior to the expiration of the SPCI does not need another six credits to be issued the SPC II or APC unless reading course work is needed.

- **Standard Professional Certificate II (SPC II)** – Valid for 5 years for a certificate issued 1/01/03 and thereafter. Issued to an individual who has completed the SPC I certificate and presents verification of three years of satisfactory professional school related experience, a Professional Development Plan (PDP), and 6 semester hours of acceptable credit.
- **Advanced Professional Certificate (APC)** - Valid for five years.

Course work requirements are:

- Master's degree with six credits within five years of the issuance of the APC.

-or-

- Verification of the completion of an approved 36 semester hour credit program. The 36 credit program must consist of a *minimum* of 21 graduate credits from an accredited IHE. The remaining 15 semester hours may be a combination of approved MSDE in service credit, approved post-baccalaureate undergraduate semester hour credit, and/or graduate semester hour credit. At least six credits must be recent (completed within five years prior to the issuance of the requested APC).

-or-

- National Board Certification with 12 semester hours of graduate credit earned after the conferral of a bachelor's degree.

In addition to the course work options mentioned above, the individual must verify three years of satisfactory teaching experience.

A completed PDP for the expiring SPC II or APC, and a new PDP for the new APC are also required.

NOTE: See Senior Teacher Exemption pg 25.

- **Conditional Certificate** - Valid for two-years. Issued at the request of the employing school system for an individual who does not meet all certification requirements for a regular professional certificate. MSDE limits the number of provisional certificates an individual may receive. The number of provisional renewals depends upon the specific unfulfilled requirements. Teachers cannot receive tenure while holding provisional certification.

CERTIFICATE PROCESSING FEE

MSDE requires a certificate-processing fee for the following:

- Initial certification
- Changes in certificate type
- Certificate renewal. The renewal fee is automatically deducted through payroll deduction. (An individual on a board approved leave of absence must send a check or money order made payable to CCPS.)

NOTE: A fee is *NOT* required for the following:

- Adding an endorsement
- Moving from one LEA to another
- Degree change
- Name change

As long as you are under contract and continually employed with a LEA, renewal requests and changes/additions to certificates are made through your LEA. [Note: this includes teachers on Board approved leaves of absence.]

TYPES OF CREDIT

What is acceptable credit? Acceptable credit is defined as approved credit taken at a regionally accredited college or through MSDE in service credit. Course work must relate to teaching or work assignment, or to another subject area certification. Courses must carry a grade of “C” or above or “pass” and must be earned within 5 years immediately preceding the date on which the certificate is issued or endorsement is requested.

What is MSDE/CPD Inservice Credit? These are continuing professional development credit(s) (CPD) received upon successful completion of a MSDE approved workshop or other activity approved by the CCPS Office of Staff Development. Information regarding these workshops can be obtained through the Office of Staff Development at 410-751-3094.

Video, Telecommunication & Correspondence Courses – These types of courses may be acceptable for certification and/or salary purposes if offered

for undergraduate or graduate credit by regionally accredited institutions. To ensure this type of course work is acceptable, you may submit photocopies of the course registration form and course description to the DHR for prior approval before registering for the course. Allow three (3) weeks for a response.

Renewal Credit for APC Certificate Holders - Renewal credits (RC) may be earned for experiences that reflect professional growth and may be applied to the *renewal* of the 5-year APC. RC is approved by the immediate supervisor or principal and must be noted on the bottom of the PDP under “Activities Completed.” Options for earning renewal credit can be found on page 10 or on the back of the PDP form.

NOTE: Valid APCs issued on or prior to 7/1/94 do not require a PDP or course work for certificate renewal. Once the certificate expires and a new one is issued under the new regulations, then the following procedures must be followed.

Renewal of the APC – Renewal of the APC requires successful completion of six acceptable credits. Credits can be earned through:

- College course work
- MSDE inservice credits
- RC for equivalent professional activities (see page 10).

Criteria for Renewal Credits:

- All courses or activities for RC must be discussed and approved by your immediate supervisor or principal prior to enrollment or participation and should support the goals of your PDP.
- In-county workshops/committee activities held during the workday are not eligible for RC.
- Routine school and/or feeder committee work is not eligible for RC.
- Activities should have a direct impact on/or relationship to your job responsibilities (ie: delivery of instruction in the

classroom).

- Except for NBPTS certification, no more than three credits may be earned in a renewal period for any single activity.
- RC is issued and approved by the certificate holder's principal or supervisor by initialing the PDP in Section II. Fifteen (15) hours engaged in an activity is equivalent to 1 RC. A minimum of 8 hours is required in any one activity for the issuance of ½ RC.

NOTE: Once an APC is issued on or after 1/1/99, then the reading courses required for certification must be satisfied before RC can be submitted for certificate renewal.

Approved Activities In Lieu of College Courses or MSDE Credit A maximum of three (3) RCs may be applied per area to the PDP	RC MIN-MAX
Teaching college/in service courses. RC based on semester hour credits earned by student.	1-3
Auditing college courses. RC based on semester hours allowed for credit earning students.	1-3

Authorship (Articles must relate to content area/educational issues and be published in a state/national professional publication.)	3
Curriculum development or revision. RC to be determined by content area supervisor.	1-3
Attending planned lecture series related to content area. 15 hrs. Lecture = 1 RC (Use published hours for series to compute RC)	1-3
Serving as chairperson or officer of state, regional, or national professional organization. RC based on documented hours. 15 hrs. = 1 RC.	1-3
Supervising a student teacher.	3
Mentoring or peer coaching. One (1) RC per year.	1-3
Serving on committees such as school system committees, national conferences, Middle States Evaluation Committees, etc. 15 hrs. = 1 RC. (Must be relevant to position or school issues.)	1-3
Internships and non-credit bearing courses. (Private industry included) 15 hrs. = 1 RC.	1-3
CCPS or MSDE Steering or Planning Committees or Boards. 15 hrs. = 1 RC.	1-3
Attendance at state or national conferences. Accumulate hours at a single conference to maximum of 45 hrs. = 3 RC.	.5-3
School Leaders Licensure Assessment (SLLA)	1
Consultant activities. 15 hrs. = 1 RC. (Must be relevant to position or school issues.)	1-3
Participation in the NBPTS Certification Program	3-6
Activities, which have been approved by principal/supervisor in advance and are noted on professional development plan.	1-3

Submitting Credit - It is the employee's responsibility to maintain an accurate record of post-baccalaureate work with the DHR. Credit must be reported by submitting *original* transcripts. IHEs do not forward official transcripts unless requested by the student. MSDE inservice grade reports are not always be sent to the DHR automatically. Be certain to check with the instructor to ensure this documentation is forwarded to the DHR and get

a copy **from the instructor** for your own records.

Changes in degree status must be verified by an official transcript documenting the date the degree was conferred. A letter from the college or university verifying completion of degree requirements is not acceptable for certification or salary purposes. Records can not be updated and certification requests will not be processed without official documentation. Changes in degree status are noted on the certificate at the time a certificate is renewed or an endorsement is added. MSDE will not print a new certificate for the purpose of changing a degree.

Official Transcripts – An official transcript is a dated transcript bearing the seal of the institution or appropriate color-coding, and is signed or stamped by the registrar. Photocopies will not be accepted. A transcript appearing to have been modified will not be accepted.

Foreign Transcripts – College credit earned from an institution outside of the United States requires an official transcript from the college/university, and a course-by-course evaluation from an agency approved by MSDE. **Both MSDE and CCPS will accept coursework only as designated by the *approved* evaluating agency.** (A list of approved agencies is available from the MSDE website at www.msde.state.md.us.)

Regional Accreditation - MSDE and CCPS will only recognize credits and degrees earned through educational institutions accredited by NCATE or one of the regional accrediting associations. (Check with the individual college/institution regarding their accreditation or with the DHR.)

READING COURSE WORK REQUIREMENTS

All certificated teachers are required to show completion of course work in reading or submit a qualifying score for the MSDE approved assessment in reading # 0201. (See pg. 20.) **Certification holders do not fall under these regulations until they are issued a MD teaching certificate dated on or after 1/1/99.**

NOTE: Certificate holders whose current certificates were issued prior to 1/1/99 do not fall under the reading regulations until the current certificate expires and a new certificate is issued.

NOTE: See Senior Teacher exemption pg 25.

MD bylaw does not require principals or supervisors to take the reading course as long as they hold the appropriate administrative endorsement work. However, as a condition of continuing employment with CCPS, all instructionally based administrative personnel are required to maintain their subject area endorsement(s). Therefore, these certificated personnel are also required to meet the reading course work requirement.

Non-instructional administrators who hold MD teacher certification may choose to drop their subject area endorsement(s) rather than take the reading course work. However, if at a later date they seek an instructional position, then they will be required to reinstate their subject area endorsement(s).

TYPES OF CERTIFICATES & REQUIRED READING COURSE WORK	
SUBJECT AREA and/or POSITION HELD	CREDITS
Early Childhood Educ Elementary and Middle School Educ Generic Special Educ: birth – grade 3 grades 1 - 8	12 semester hour credits (6 credits in first full certification cycle after 1/1/99 and remaining credits in second full certification cycle)

All Secondary Educ Subject Areas All K-12 Specialty Areas Ed Media Generic Special Educ: grades 6-Adult	6 semester hour credits (All credits in first full certification cycle after 1/1/99)
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TYPES OF CERTIFICATES & REQUIRED READING COURSE WORK	
SUBJECT AREA and/or POSITION HELD	CREDITS
Principals Assistant Principals Instructional Supervisors Assistant Supervisors Instructional Coordinators	6 semester hour credits or 12 semester hour credits depending upon subject area certification. (6 credits in first full certification cycle after 1/1/99 and remaining credits in second full certification cycle) <i>Administrators in these positions must maintain their subject area endorsement as a condition of continuing employment.</i>
Counselors Reading Teacher/Specialist (K-12) PPW Psychometrist School Psychologist Speech Pathologist All Non-Instructional Administrators	Exempt <i>Reading course work not required as condition of employment or by MD certification regulations</i>

All reading courses taken prior to certification or through MSDE inservice course work will be considered. RC is not acceptable toward meeting the reading requirements.

The DHR will provide individual reading evaluations for CCPS certificate holders at the time the certificate is renewed. These will be sent automatically. It is the employee's responsibility to review the evaluation to ensure the accuracy of the information provided.

As of 1/01/07 MSDE requires that all reading course work must meet the areas noted below and must be Maryland approved

courses.

Early Childhood, Elementary & Special Education Teachers	
<p><u>Processes & Acquisition of Reading</u> Explains the process of language development, including impact of phonemic awareness, and how the brain responds to reading acquisition.</p> <p style="text-align: center;"><u>Instruction of Reading</u> Shows teachers how to use a balanced program of graphophonics, semantics, and syntactics in teaching reading.</p>	<p style="text-align: center;"><u>Materials for Teaching Reading</u> Exposes teachers to a variety of texts to be used in their classes and explains strategies for selecting and evaluating materials.</p> <p style="text-align: center;"><u>Assessment for Reading Instruction</u> Shows teachers how to use state, local, and classroom assessment data to make ongoing instructional changes.</p>
Secondary Content Area, Special Education & N-12 Teachers	
<p style="text-align: center;"><u>Teaching Reading in the Secondary Content Areas I</u></p> <p>Introduces teachers to the assessment of student reading, cognitive strategies in reading, incorporating reading skills through student-centered instruction, and intrinsic and extrinsic motivation for reading.</p>	<p style="text-align: center;"><u>Teaching Reading in the Secondary Content Areas II</u></p> <p>Expands on Part I, focusing on types of reading skills, and instruction.</p>

CERTIFICATION EVALUATIONS

APC Evaluation – Certificated employees automatically receive an evaluation for the APC at the time the SPC1 is renewed and the SPCII is issued. This evaluation shows the course work completed to date and additional course work needed to be eligible for the initial APC. The certificate holder should update their copy of the evaluation as additional

course work is completed. Updates are not provided by the DHR unless requested in writing.

Endorsements & Evaluations for Additional Certification Fields/Areas – Certificated employees may request evaluations of their course work for additional endorsements (other subject areas). These requests must be made in writing by hard copy or email. The evaluation will reflect the course work or other requirements needed to satisfy the specific subject area certification. Requests for evaluations to add endorsements are limited to two areas per request. **Only employees under contract with CCPS are eligible to request evaluations through the DHR of CCPS.** Non-contractual employees should direct their inquiries to MSDE at 410-767-0412 or access the MSDE website at www.msde.state.md.us.

Evaluations for endorsements are valid for 3 years from the original evaluation date as long as a minimum of 6 semester hours of course work is submitted each year toward the endorsement area requested.

AREAS OF CERTIFICATION

Administrator I (Supervisor/Assist. Princ)
Administrator II (Principal)
Agriculture 7-12
Art N-12
Audiologist
Biology 7-12
Business Education 7-12
Chemistry 7-12
Computer Science 7-12
Early Childhood N-3
Earth/Space Science 7-12
Economics 7-12
Educational Media Specialist
Elementary 1-6 & Middle
English 7-12

ESOL
Family and Consumer Science
Foreign Language 7-12
(French, German, Latin, Russian, Spanish)
Geography 7-12
Guidance Counselor
Health Education 7-12
Health Occupations 7-12
Hearing Impaired
History 7-12
Marketing Education 7-12
Mathematics 7-12
Music 7-12
Physical Education N-12
Physical Science 7-12

Physics 7-12	Speech Communication 7-12
Political Science 7-12	Speech Pathologist
Pupil Personnel Worker	Superintendent
Psychology 7-12	Supervisor of Guidance
Reading Specialist	Supervisor School Psychologists
School Psychologist	Supervisor of Pupil Personnel
Severely & Profoundly Handicapped	Supervisor of Special Education
Social Studies 7-12	Technology Education
Sociology 7-12	Theater 7-12
Special Education Birth-Grade3	Trades & Industry 7-12
Special Education 1-8	Visually Impaired
Special Education 6-Adult	Work Based Learning – Teacher Coordinator

MD TEACHER CERTIFICATION TESTS (NTEs, PRAXIS I & II)

In addition to meeting basic certification requirements, candidates must meet MD teaching certification testing requirements.

Qualifying scores for the outdated National Teacher’s Exam, if taken prior to July 1, 2000, will continue to be accepted until notified otherwise by MSDE. After July 1, 2000, only PRAXIS I and II assessments will be accepted.

Designate MSDE as a score recipient by coding R7403 at the time of testing. This will save time and money. Test results should also be forwarded to the DHR so that certification records can be updated.

Where can I get test information? Information concerning registration procedures, fees and forms, as well as test dates and locations can be found in the Praxis Series Registration Bulletin, or by contacting ETS:

Princeton NJ 08541-6051
609-771-7395

The PRAXIS Series
Educational Testing Service
PO Box 6051

or

www.ets.org

Praxis I computer based testing
Sylvan Learning Center
1-800-853-6773

Additional information may be obtained from college and university teacher education offices, from university test centers, or by visiting the ETS website at www.ets.org/praxis.

NTE was discontinued effective July 1, 2000. The following NTE scores will be accepted for tests taken prior to June 30, 2000:

NTE - CORE BATTERY

General Knowledge (10510)	645
Communication Skills (20500).....	648
Professional Knowledge (30520)	648

NTE – SPECIALTY AREA

Art Education (10130)	510
Biology (10230).....	*
Biology & General Science (10030)	570
Business Education (10100).....	540
Chemistry (10240).....	*
Chemistry, Physics, General Science (10070)	520
Early Childhood Education (10020).....	520
Education in Elementary School (20010).....	550
English Language & Literature (10040).....	500
French (10170).....	510
German (20180).....	510
Home Economics Education (10120).....	520
Mathematics (10060).....	520
Music Education (10110)	530
Physical Education (10090).....	580
Physical Science (10070).....	520
Physics (10260)	*
Social Studies (10080).....	530
Spanish (10190).....	500
Special Education (10350).....	500
Speech Communication (10220)	500
Technology Education (10050)	550

* Qualifying scores were not established for biology, chemistry & physics tests.

PRAXIS I and II Test Scores - Teachers who have not met Maryland teacher testing requirement as of July 1, 2000, must enroll in PRAXIS I and/or II.

PRAXIS I ACADEMIC SKILLS ASSESSMENTS			
LICENSURE AREA	TEST REQUIRED	TEST CODE	MD SCORE
All beginning teachers in all content areas must take Praxis I. <i>Examinees may take the PPST, CBT, or a combination of the tests.</i>	<u>Pre-Professional Skills</u> <i>OR</i> <u>Computer Based Test</u> Pre-Professional Skills Test (PPST) Reading (mc-60 min.) <i>or</i> Computer Based Test (CBT) Reading (mc-90 min.)	0710	177
		0711	325
	PPST Writing (mc and cr - 60 min) <i>or</i> CBT Writing (mc and cr - 66 min)	0720	173
		0721	319
	PPST Mathematics (mc-55 min) <i>or</i> CBT Mathematics (mc-60 min)	0730	177
		0731	322
	** Acceptable composite score for PPST		** 527
	*** Acceptable composite score for CBT		***966

PRAXIS II CONTENT AREA ASSESSMENTS			
When more than one test is noted for subject area, then all tests for that subject area must be taken.			
SUBJECT AREA	TEST REQUIRED	TEST CODE	MD SCORE
Art	Art: Content Knowledge (mc-2 hrs)	0133	159
	Art: Content, Traditions, Criticism, and Aesthetics (cr-1hr)	0132	145
		*Composite Score for 0133 & 0132	
Biology	Biology: Content Knowledge, Part 1 (mc - 1 hr)	0231	155
	Biology: Content Knowledge, Part 2 (mc - 1 hr)	0232	146
	Biology: Content Knowledge	0235	150
		*Composite Score for 0231 & 0232 only	

	Biology Pedagogy (cr - 1 hr)	0234	144
Business Education	Business Education (mc - 2 hrs)	0100	590
	Principles Learning & Teaching: Grades 7-12 (mc & cr 2hrs)	0524	162
Chemistry	Chemistry: Content Knowledge (mc - 2 hrs)	0245	153
	Physical Science: Pedagogy (cr - 1 hr)	0483	151
ECE	Elementary School Content Knowledge	0014	142
	Early Childhood Education	0020	600
Earth/Space	Earth/Science: Content Knowledge (mc - 2 hrs)	0571	152
	Physical Science: Pedagogy (cr - 1 hr)	0483	151
Elem Educ	Elementary School: Content Knowledge (mc - 2 hrs)	0014	142
	Elementary Education: Content Area Exercises (cr - 2 hrs)	0012	150
English	Lang., Lit & Composition-Content Knowledge (mc - 2 hr)	0041	164
	English Lang, Lit & Composition: Pedagogy (cr - 1 hr)	0043	155
ESOL	English Speakers of other Languages	0360	570
French	Content Knowledge (mc - 2 hrs, w/listening section)	0173	161
	Productive Language Skills (cr - 1 hr, w/ speaking section)	0171	170
	*Composite Score for 0173 & 0171 only		*331
	Principles Learning & Tchg: Grades 7-12 (mc & cr 2 hrs)	0524	162
German	Content Knowledge (mc 2 hrs w/listening section)	0181	153
	Productive Language Skills (cr -1 hr w/speaking section)	0182	164
	*Composite Score for 0181 & 0182 only		*317
	Principles Learning & Tchg: Grades 7-12 (mc & cr 2 hrs)	0524	162
Latin	Latin	0600	610
Mathematics	Mathematics: Content Knowledge (mc - 2 hrs)	0061	141
	Mathematics: Pedagogy (cr - 1 hr)	0065	145
Music	Content Knowledge (mc - 2 hrs, w/listening section)	0113	154
	Analysis (cr - 1 hr, w/listening section)	0112	147
	*Composite Score for 0113 and 0112		301
Physics	Physics: Content Knowledge (mc - 2 hrs)	0265	143
	Physical Science: Pedagogy (cr - 1 hr)	0483	151
Physical Education	P.E. Content Knowledge (mc - 2 hrs)	0091	153
	P.E. Movement Forms: Video Evaluation (cr - 1 hr, video)	0093	155
Physical Science	Chemistry, Physics and General Science (cr - 1 hr)	0070	520
	Physical Science: Pedagogy (cr - 1 hr)	0483	151
School Psychologist	School Psychologist (mc - 2 hrs.)	0400	630

Social Studies	Social Studies: Content Knowledge (mc –2 hrs)	0081	154
Geography	Social Studies: Pedagogy (cr - 1 hr)	0084	164
History			
Political Sci			
Spanish	Content Knowledge (mc - 2 hrs, w/listening section)	0191	162
	Productive Language Skills (cr - 1 hr, w/speaking section)	0192	168
	*Composite Score for 0191 & 0192 only		*330
	Pedagogy (cr - 1 hr)	0194	175
Special Education	Knowledge-Based Core Principles (mc - 1 hr)	0351	155
	Application Core Principles Across Categories (mc-1 hr)	0352	147
	*Composite Score for 0351 and 0352		*302
Technology Education	Technology Education (mc - 2 hrs)	0050	580
	Principles Learning & Tchg: Grades 7 –12 (mc & cr 2 hrs)	0524	162
Theatre	Theatre	0640	560

mc = multiple choice cr = constructed response

Reading Test option – elementary only

Reading	Reading Across the Curriculum: Elem (mc – cr 2hrs.)	0201	173
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Admin II

Admin II (Principal)	School Leaders Licensure Assessment (cr – 6hrs.)	1010	157
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Middle School (Note: Endorsement to an existing Maryland professional certificate only)

Middle School	Middle School: English/Language Arts	0049	160
	Middle School: Mathematics	0069	152
	Middle School: Science	0439	145
	Middle School: Social Studies	0089	154

American Council on Teaching Foreign Languages (ACTFL)

Italian	Italian Oral Proficiency	Intermediate High
	Italian Written Proficiency	Intermediate High

PROFESSIONAL DEVELOPMENT PLAN

Procedures – MD certification regulations require that any individual who is professionally employed in a MD school system and who holds a SPCII or APC issued **on or after January 1, 1995**, must have a professional development plan (PDP) on file. (See Senior Teacher Exemption pg 25)

The PDP is written by the certificate holder. **Teachers will have their PDP reviewed by their principal and content area supervisor.** All other certificated employees, should have their PDP reviewed by their immediate supervisor.

Six to nine months before a certificate is due to expire, the employee will receive a renewal notice from the DHR. A three-part NCR Professional Development Plan (PDP) form will be forwarded after October 1 for January renewals, and after April 1 for July renewals. An evaluation for the reading requirements will be included with the PDP.

The certificate holder must complete *Section I - Proposed Plan* and have the plan reviewed by the appropriate supervisory personnel. **Do not add any information to Section II at this time.** Send **only** the yellow copy of the PDP with the payroll deduction authorization form and any other requested documentation the DHR. (The certificate fee authorization form remains in effect as long as the employee remains in a contracted position with CCPS.) The yellow copy of the PDP will be attached to the carbon copy of the new certificate and will be maintained in the certification file in the DHR. The employee will file the original copy (white) of the PDP in their professional portfolio along with their new teaching certificate when it is received. The third copy (pink) goes to the principal or cost center administrator. (This copy is for duplication purposes in the event that the employee loses the original.)

NOTE: Certificate holders who have not yet met the reading regulation, should include the reading requirements in their written plan. (See page 23 for wording.)

During the validity period of the new certificate, the employee is

responsible for completing six credits to support the professional development plan. The six acceptable credits may be earned through post baccalaureate undergraduate or graduate level college course work, MSDE/CPD approved by MSDE or RC (Renewal Credits) approved by CCPS. (Please note, RC only applies to APC holders or SPC II holders who have completed the course work requirements for the APC.) As activities are completed and credits are earned, the employee will update information on the white copy of the PDP under ***Section II - Activities Completed.*** The principal, supervisor, or the DHR will not monitor the employee's progress. **Sole responsibility for meeting the PDP rests with the certificate holder.** Documentation verifying the six acceptable credits to support the PDP must be provided by the certificate holder.

- An employee taking college course work or MSDE/CPD credit should continue to forward official grade reports, transcripts, or MSDE report forms to the DHR immediately upon completion of the course or credits. Reimbursement requests and/or requests for salary reclassification, if appropriate, should be included. The certificate holder will note on their original copy of the PDP that the documentation was forwarded to the DHR. It will not be necessary to include another copy of the grade reports, transcripts, or MSDE reports with the PDP when the certificate is due for renewal.
- All acceptable credits earned by way of renewal credit (RC) will be maintained by the certificate holder and noted on the original copy of the PDP. RC documentation is not to be sent to the DHR unless requested. The certificate holder's principal or supervisor issues RC by writing the number of credits on the white copy of the PDP and initialing the form.

Six to nine months before the standard professional or advanced professional certificate expires, the DHR will notify the employee and provide a new PDP form. The employee will be required to return the old completed PDP for the expiring certificate and to submit a new PDP for the new certificate. The cycle continues.

PDP - Miscellaneous Information

Section I: Proposed Plan - This is a brief description of the plan for professional growth to be met during the validity period of the new certificate. The PDP designed by the certificate holder. The plan should be one or two sentences in length and be stated in behavioral terms.

Example: The certificate holder has not yet completed the reading course work.

The proposed plan might be, “I will increase my knowledge and skills in the teaching of reading to better meet the needs of my students.”

Example: An elementary teacher with an APC by equivalency wants to become a guidance counselor and must earn a master’s degree in school guidance and counseling.

The proposed plan might be: “I will increase my knowledge and skills in counseling children to better meet the needs of my students.”

Section II: Activities Completed - In this section the employee will list the activities and acceptable credit earned over the validity period of the certificate. These credits will verify that the proposed plan was met. This section is completed as activities are completed **after** the new certificate is issued.

Example: The elementary teacher mentioned above, completes a three credit graduate course, *Techniques in School Counseling*, a two (2) credit MSDE approved workshop in group dynamics and earns one (1) MSDE/CPD credit through a conference on counseling at-risk students. Each activity is noted separately on the form.

If at some later date, the teacher decides not to pursue the master’s degree in counseling, the teacher still has met the PDP.

Flexibility - The PDP is intended to be flexible to meet the changing needs of professional employees and may be revised accordingly. Revisions to the PDP should be made on the original form and reviewed by the principal

or supervisor. A copy of the revised PDP should be submitted to the principal so that an up-to-date PDP is readily available to the certificate holder. It is not necessary to send updated or revised PDPs to the DHR. The revised and completed PDP will be sent to the DHR when the certificate is due for renewal.

Maintenance & Responsibility - *It is the responsibility of the certificate holder to design and maintain the PDP.* All forms and documentation must be submitted to the DHR by the requested date(s). If a certificate holder loses a PDP and/or documentation to support the PDP, it is the individual's responsibility to reconstruct the plan and provide official documents verifying completion.

Failure to receive notice of the PDP or certificate renewal does not exempt the certificate holder from meeting these requirements. It is the responsibility of the certificate holder to know the dates of his/her current certificate and to take action to insure all requirements are met.

MISASSIGNMENT

Each teacher employed in the public school systems of MD shall hold a professional certificate in the teacher's area of assignment.

CCPS may find it necessary to assign a teacher to teach in a field or subject area outside the teacher's area of certification. These teachers are considered misassigned.

MD bylaw requires that for each consecutive year after the first year of misassignment, the teacher shall earn at least six (6) semester hours per year toward certification in the out-of-area assignment. This is ongoing each year until all course work and testing requirements are met. As a condition of employment, CCPS requires that the first six credits of course work are to be completed in the first year of misassignment.

SENIOR TEACHER EXEMPTION

The senior teacher exemption permits a local superintendent to waive certification renewal requirements for teachers who have 25 years of

service or are 55 years of age. A teacher is not eligible for the exemption until they meet the service or age requirements. CCPS has invoked the senior teacher exemption for qualified teachers who hold an APC.

NOTE: this exemption is subject to change based on the revisions to certification regulations and the decision of the local superintendent.

QUESTIONS?

Please feel free to contact the DHR at 410-751-3076.

All other individuals should contact MSDE directly at 410-767-0412 or access the MSDE website at www.msde.state.md.us.