

**CERTIFICATION
INFORMATION
FOR FCPS CERTIFICATED
PERSONNEL**

WHAT? WHEN? HOW?

OCTOBER, 2000



**FREDERICK COUNTY PUBLIC SCHOOLS
FREDERICK, MARYLAND**

INTRODUCTION

Purpose of Pamphlet

This pamphlet has been prepared to help you better understand the certification process. It is our hope that this will provide answers to the many questions certificate holders have regarding the certification process.

Areas addressed are:

- Importance of knowing where your teaching certificate (license) is located.
- Clarification regarding the information on your teaching license (certificate.)
- Requirements for certificate renewal.
- Acceptable credit and the process for program and coursework approval.
- Reading coursework requirements for certificate holders.
- Process for requesting an APC Evaluation and a 60 Hour Evaluation.
- Process for requesting an evaluation of coursework needed to add an additional area to your teaching certificate.
- Professional Development Plan (PDP) and suggestions on designing a plan.

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GENERAL INFORMATION

Common Acronyms

APC – Advanced Professional Certificate
COMAR – Code of Maryland Regulation
CPD – Continuing Professional Development
Credits (inservice credit)
DHR – Department of Human Resources
ESPC II – Extended Standard Professional Certificate II
ETS – Educational Testing Service
FCPS – Frederick County Public Schools
ICC – Interstate Certification Contract
IHE – Institute of Higher Education
LEA – Local Education Agency
MAP – Maryland Approved Program
MSDE – Maryland State Department of Education
NCATE – National Council for Accreditation of
Teacher Education
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
SHRS – Semester Hours
SPC I – Standard Professional I Certificate
SPC II – Standard Professional II Certificate

What is a Maryland Teaching Certificate?

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

As with all licenses, it should be treated as an important document. It is recommended that your certificate be displayed in an area that you can refer to it for information. As stated on the actual license, **“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.”**

Maryland teaching certificates have an issuance and expiration date of either January 1 or July 1.

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

The Maryland certificate contains important information. It is important that you look over your certificate for information accuracy.

Females please note that if you are married MSDE automatically places the first letter of your maiden name as the middle initial on the teaching license.

In looking at the sample certificate provided on page 7, notice that the first line on the far right of the certificate lists the Local Education Agency (LEA) number. Frederick County is “10”.

The individual’s Social Security number follows.

The next section starts off with the validity period of the certificate. Again, dependent on the time of the request, the certificate will have a January 1, or July 1, issuance and expiration date.

This is followed by the highest degree earned. (High School, Bachelor, Master, Educational Specialist, Doctorate).

The next area shows the type of certificate. Certificate types are:


- Professional Eligibility,
- Standard Professional I,
- Standard Professional II,
- Extended Standard Professional II,
- Advanced Professional,
- Provisional,
- Resident Teacher Certificate.

The final section lists the area(s) of certification. The certificate may also list an (S). This indicates that the individual has successfully completed a 3-semester hour course in either the introduction to special education, mainstreaming the special education student or the inclusion course. An (R) designates that the individual has satisfied a 3-semester hour course in reading. (Refer to page 18 regarding reading requirements).

Validity Dates (January 1, or July 1)

LEA Number
Local Education Agency
Frederick County is "10"

Your Social Security Number



MARYLAND STATE DEPARTMENT OF EDUCATION

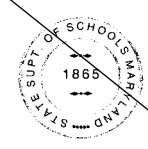
CERTIFICATE

This is to certify that JANE S. DOE 10 XXX-XX-XXXX

VALID PERIOD		HIGHEST DEGREE	TYPE OF CERTIFICATE	AREA OR FIELD IN WHICH CERTIFICATED
FROM	TO			
01/01/1999	01/01/2004	BACHELOR	ADVANCED PROFESSIONAL	MUSIC GRADES KINDERGARTEN - 12 (S) (R3)

is hereby issued the certificate indicated herein, on the basis of having met the legal requirements in the STATE OF MARYLAND for such a certificate.

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.



Given at Baltimore, Maryland, by
Teroy S. Stranick
STATE SUPERINTENDENT OF SCHOOLS

Highest Degree Earned

Area of Certification

"S" = Special Education Course

Type of Certificate

"R" = Reading Course

MSDE issues several types of certificates.

- **Professional Eligibility Certificate (PEC)**

Issued for 5 years and renewable for additional 5-year periods *prior to regular contractual employment* in a local school system.

- **Standard Professional Certificate I (SPC I)**

Issued for 3 years at the request of the local school system to an individual employed under a regular contract. This certificate is renewable only one time at the request of the local superintendent of schools 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.

- **Standard Professional Certificate II (SPC II)**

Issued for 7 years to an individual who has completed the SPC I certificate and has presented verification of three years of satisfactory professional school related

experience (2 years of which must have been consecutive) a Professional Development Plan (PDP) and 6 semester hours of acceptable credit.

- **Extended Standard Professional Certificate II (ESPC II)**

Issued for 3 years to an individual who received a SPC II certificate, but had an interrupted service on the certificate causing the individual to fail to meet the APC experience requirement. Note however, the coursework requirements for the Advanced Professional Certificate (APC) must have been met and include the 6 semester hours of acceptable credit at the time of the request.

- **Advanced Professional Certificate (APC)**

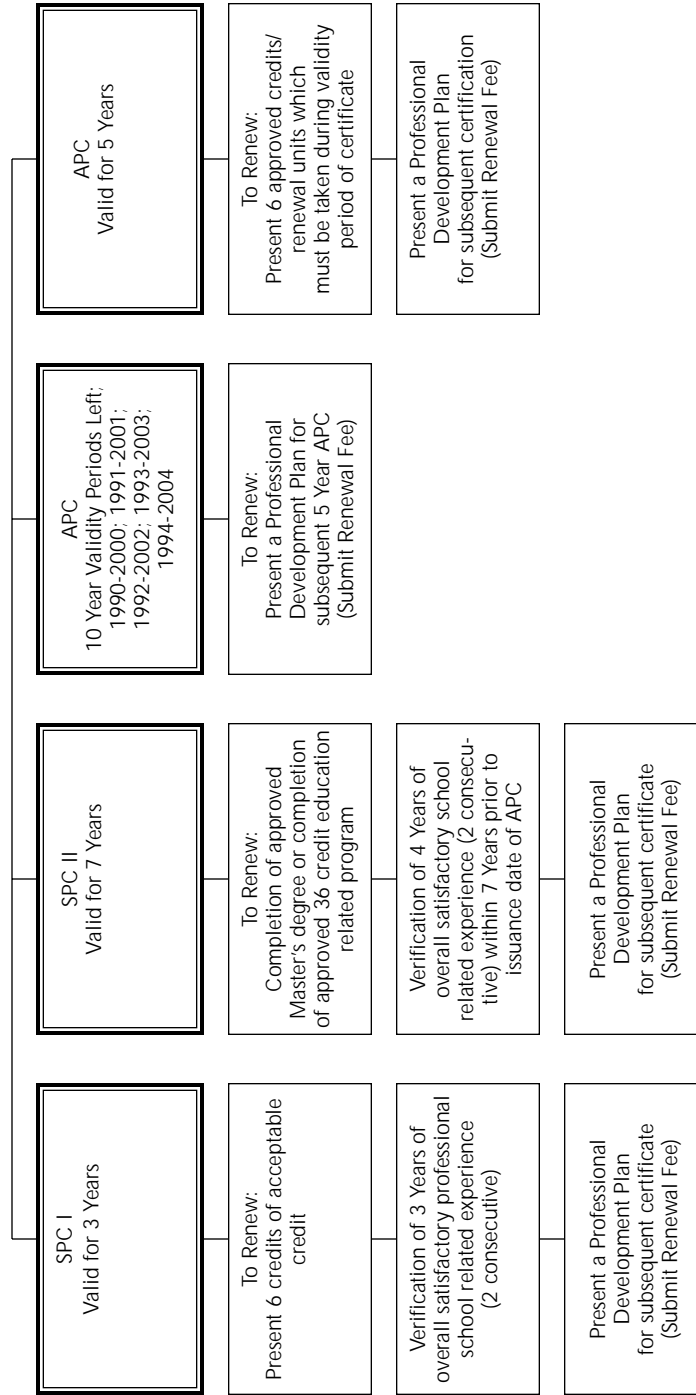
Issued for five years upon verification of the completion of an approved Master's degree, or verification of the completion of an approved 36-credit program. The 36 credit program must consist of a minimum of 21 approved graduate credits. The remaining 15 semester hours may

consist of approved MSDE continuing professional development credits and/or approved post-baccalaureate undergraduate credits.

Regardless of the route, at least 6 of the credits must be (recent) acceptable credit. In addition, the individual must present verification of 4 years of satisfactory school experience, 2 years of which must be consecutive, and within the seven years preceding the issuance date of the APC, and a PDP for the subsequent APC.

- **Provisional Certificate**
Issued for 1 year to an individual hired by a local school system that does not meet the full certification requirements for a professional certificate. There is a lifetime cap and limit on the number of provisional certificates an individual may receive.
- **Resident Teacher Certificate**
A one-year certificate issued to an applicant who has been selected by a local school system to participate in a specialized program.

Certificate Renewal Requirements



Certificate Processing Fee A certificate processing fee is required for an initial certificate, a change in certificate type, and for the renewal of a certificate. The renewal fee must be a *money order* made payable to the Maryland State Department of Education. Money orders can be purchased at a minimal cost at most convenience and grocery stores, U.S. Post Offices, and banks.

NOTE: A fee is *NOT* required when adding an additional endorsement area to the certificate, when moving from one LEA to another, or for a name change.

Provided you are under contract and continuous employment with a LEA, renewal requests and changes/additions to certificates are made through your local education agency (LEA) [Note: this includes teachers that are on approved leave and sabbatical leave.]

What is acceptable credit?

Acceptable credit is defined as approved credit taken at a regionally accredited college (courses must carry a grade of “C” or above) or through MSDE approved CPD’s; related to a school assignment and earned within 5 years immediately preceding the date on which the certificate is issued.

What is a CPD Credit?

CPD credit is “continuing professional development credit” that is received upon successful completion of a MSDE approved workshop granting such credit(s). Information regarding these workshops can be obtained through the Staff Development Office (now known as Media Services and School Improvement Training).

Video, Telecommunication, and Correspondence Courses
Effective 7/01/1998 and thereafter, approved video, Internet, telecommunication, and correspondence courses, which are offered for undergraduate or graduate credit by a regionally accredited institution, are accepted by FCPS.

Equivalent Unit(s) Credit for APC Certificate Holders

Equivalent unit is awarded only toward the renewal of the 5-year APC for pre-approved experiences that reflect professional growth and that take place beyond the workday. [Note: Advanced Professional Certificate holders with a certificate issuance date of 01/01/1999 and thereafter, must meet the reading requirements, if still needed, before equivalency units may be used toward the renewal of that certificate.]

Options for earning renewal units can be found on Page 14.

RENEWAL OF THE ADVANCED PROFESSIONAL CERTIFICATE

- To renew your APC you must successfully complete six credits or renewal units. Credits can be earned through college coursework or MSDE workshops.
- Renewal units can be earned by completing "equivalent professional experience." Note the activities listed on the back of this sheet to earn renewal units.
- Renewal units are not recognized for advancement on the salary scale.

Criteria for Renewal Unit Activities

- All courses or activities for renewal units must be discussed and approved by your immediate supervisor (principal) prior to enrollment and should support the goals of your Professional Development Plan.
- In-system workshops/committee activities held during the workday are not eligible for renewal units.
- Routine school and/or feeder committee work is not eligible for renewal units.
- Activities should have a direct impact/relationship to your job responsibilities (i.e., delivery of instruction in the classroom).
- Selected MST/NEA sponsored activities may be eligible and require approval of the PDP Committee.
- No more than 3 units may be earned in a renewal period within any approved equivalent unit option.

Note: The reading courses required for certification must be satisfied before renewal units can be submitted for certificate renewal.

VERIFICATION FORM FOR APC RENEWAL UNIT ACTIVITIES	
Name:	
Social Security #:	Expiration of APC:
School/Location:	Assignment:
Title and Description of Activity:	
Circle # of Renewal Units: 1 2 3	Date(s) of Activity:
<hr/> <p><i>This is to verify that the above mentioned participant has successfully completed requirements for the specified FCPS renewal units.</i></p> <hr/>	
<hr/> <i>Signature of Immediate Supervisor</i>	<hr/> <i>Date</i>
<p>Certificate holder should submit this form with the completed Professional Development Plan to the Certification Audit Officer for certificate renewal.</p>	

ACTIVITIES OPTIONS FOR EARNING RENEWAL UNITS

Serve as a cooperating teacher for a student teacher	6-8 weeks 1 semester 2 semesters	1 unit 2 units 3 units
Serve on a school system committee (curriculum writing, other)		1 unit
Serve in a leadership role (optional and beyond regular assignment)		2 units
Serve on a MSDE committee		1 unit
Serve in a committee leadership role		2 units
Serve as an instructor for an approved in-service class, or for a credit course		1, 2, 3 units (same as participants)
Presenter at a state or national education conference		1 unit
Attendance at a one-day conference with planned follow-up at the school		1 unit
Attendance at a conference with a planned implementation of a training session for a targeted group		2 units
Assume a leadership role in a national, local or state professional education organization that directly impacts instructional improvement for students		1 unit
Author a published article for a state or national professional education publication		1 unit
Successfully complete a non-credit technical training course		1, 2, 3 units*
Attend a focused training seminar or course (non-credit)		1, 2, 3 units*
Serve as an assigned mentor for another teacher	With school-based training only With formalized mentor-training program	1 unit 2 units
Participate in a system approved improvement process, such as an approved action research project; completion of a recognized formal training program is a prerequisite for earning units		1, 2, 3 units*
Activities not covered by these guidelines may be submitted to the Professional Development Committee for review and approval. Submit a written request to the Human Resources Department including a detailed description and estimated time commitment.		1, 2, 3 units

* 1 unit per 15 hours of activity (can be more than seat time if documented)

Submitting Credit

It is the employee's responsibility to maintain an accurate record of post-baccalaureate work with the Department of Human Resources. Credit must be reported by submitting *original* grade slips or official transcripts. These *official* documents are NOT forwarded by the college/institution unless requested by the student. MSDE workshop grade slips taken through FCPS are automatically sent to the Department of Human Resources.

Changes in degree status must be verified on an official transcript. The official transcript must show degree awarded and date conferred. A statement from the university/college on its official letterhead verifying the degree is not acceptable for certificate changes. Records can not be updated and certification requests can not be processed without official documentation. Changes in degree status that does not result in certificate advancement or in adding an additional teaching area to your certificate will only be processed by MSDE at renewal time.

Original Grade Slip

An original grade slip is the one received by the student from a college or university upon completion of coursework. A photocopy is NOT acceptable as an "original."

Official Transcript

An official transcript is a dated transcript bearing the seal of the institution, or the appropriate color coding, and signed by the registrar. A photocopy is NOT acceptable as official.

Foreign Transcript

When an applicant has earned credit outside of the United States, MSDE and FCPS require an official transcript from the college/university, an acceptable translation of the transcript, and a course-by-course evaluation from an agency approved by MSDE to provide this service. Both MSDE and FCPS will accept coursework only as designated by the *approved* evaluating agency.

Regional Accreditation

MSDE will recognize credits and degrees earned at any educational institution that has been accredited by one of the regional accrediting associations.

*Check with the individual college or institution regarding their accreditation.

Course Approval Form

Prior to taking any coursework, a “Coursework Approval Form” should be submitted to the Department of Human Resources. This form is available in your school office. *The form should be sent in to allow **ample** time to receive a reply prior to registration for the course(s).* Failure to obtain approval could result in the employee finding, after completing a course, that it is not applicable for the intended purpose.

FREDERICK COUNTY PUBLIC SCHOOLS
 DEPARTMENT OF HUMAN RESOURCES
 7630 Hayward Road, Frederick, MD 21702

COURSEWORK APPROVAL FORM

Name _____ Home School _____ Date _____

CIRCLE CORRECT RESPONSE

1. Will you be requesting tuition reimbursement upon successful completion (grade of "C" or above) of this/these course(s)? **YES NO**
 If yes, please state the certification area _____ **YES NO**
2. Is this coursework to be applied toward an evaluation you have received from the Certification Audit Officer toward initial certification? **YES NO**
 If yes, please state the certification area _____ **YES NO**
3. Is this coursework to be applied toward an evaluation you have received from the Certification Audit Officer toward adding an additional teaching area to your current teaching certificate? **YES NO**
 If yes, please state the certification area _____ **YES NO**
4. Is coursework part of a master's/doctoral program? **YES NO** If yes, college/institution attending _____
5. Is this coursework listed as part of your Professional Development Plan (PDP) which is on file with the Department of Human Resources? **YES NO**
6. Is coursework to be applied toward T&I certification? **YES NO** If yes, circle one: Toward initial SPC Toward initial APC

COLLEGE	COURSE OR MSDE CPD NUMBER	COURSE TITLE	CREDIT		SEMESTER/CREDIT HOURS	SEMESTER AND YEAR TAKING	FOR OFFICE USE ONLY	
			GRAD	UG			APPROVED	NOT APPROVED

APPLICANT'S COMMENTS: _____

PLEASE DO NOT WRITE BELOW THIS LINE — OFFICE USE ONLY

EVALUATOR'S COMMENTS: _____

Revised 3/2001 White — Original Request for Tuition Reimbursement Forms are available in your school office.
Canary — Personnel File Pink — Tuition Reimbursement

Date of Action

Reading Requirements

As of 1/01/1999, MSDE implemented the requirement of reading coursework. This will affect all certificate holders who hold a certificate with an issuance date of 1/01/1999 and thereafter.

Teachers seeking renewal of early childhood education, elementary education or special education (birth-grade 3 and grades 1-8) certificates are required to have 12 semester hours of reading coursework. Teachers in the above areas needing more than 6 semester hours of reading coursework must submit a minimum of 6 semester hours within the first renewal period and the remaining semester hours during the second renewal period.

Teachers in the above listed areas needing 6 semester hours of reading or less will have one renewal period to submit the coursework.

Teachers seeking renewal of secondary education, including special education (grades 6-12 and K-12) certificates will have one renewal period to submit the 6 semester hours of reading coursework.

Teachers seeking renewal of N-12/K-12 certificate areas (art, health, music, physical educa-

tion) will have one renewal period to submit the 6 semester hours of reading coursework. Teachers who have certificates in the areas of Trades and Industry are now mandated to meet a six (6) semester hour reading requirement.

(6/28/2000)

Specialist and administrative areas of certification are not currently affected by the reading regulation. However, if an individual holds certification in either a specialist or administrative area and a teacher area, he/she must meet the reading requirements or forfeit the teacher area from his/her certificate.

Certificates With an Issuance Date of 1/01/1999 or Thereafter

Upon receipt of your initial MD certificate or upon receipt of your renewed MD certificate, you will receive information as to what reading requirements, if any, you will need to satisfy via a Reading Audit. Certificates will be noted with an (R1), (R2), (R3)...(R12) which will indicate the number of credits satisfied to date.

NOTE: Undergraduate coursework, with a grade of "C" or better, that meets the state's mandated reading course content will be counted toward meeting

the semester hours of required reading credit. MSDE-approved coursework that meets the state's mandated reading course content will count toward the credits needed.

Process for Requesting an Evaluation

- **APC Evaluation** - At the time of the SPC I renewal, along with your SPC II, you will automatically receive from the DHR an evaluation for the APC. This evaluation shows what approved post-baccalaureate coursework you have satisfied to date and what additional coursework you will need to satisfy to be eligible for the initial APC. (Please know that you may send in a written request at any time to the DHR Certification Audit Officer requesting an APC evaluation.)
- **60-Hour Evaluation** - Upon receipt of a written request, sent to the attention of the Certification Audit Officer in the DHR, an evaluation will be done for you that will reflect the coursework you have satisfied to date. The person must hold an Advanced Professional

Certificate. Sixty (60) post-baccalaureate credits must be earned to qualify for the 60-hour salary scale. A minimum of 30 graduate-level credits is required. The transcript must indicate "graduate credit." The individual must hold or be eligible for the APC. The remaining 30 credits may be approved MSDE CPD credits, or, in some cases, approved post-baccalaureate undergraduate credits. (7/1/2000)

- **Evaluation to Add An Additional Area to Current Teaching Certificate** - Upon receipt of a written request sent to the attention of the Certification Audit Officer in the DHR, an evaluation will be done for you that will reflect the coursework that you need to satisfy the specific area of certification you are seeking. A request for an evaluation to add an area to a teaching certificate is limited to two per school year. **Only individuals under contract as a teacher, specialist, or administrator with the FCPS are eligible to request an evaluation through the FCPS Certification Audit Officer.**

Areas of Certification

Administrator I (Supervisor)

Administrator II (Principal)

Agriculture 7-12

Art N-12

Audiologist

Biology 7-12

Business Education 7-12

Chemistry 7-12

Computer Science 7-12

Coop Vocational Ed 7-12

Early Childhood N-3

Earth/Space Science 7-12

Economics 7-12

Educational Media Generalist

Elementary 1-6 & Middle

English 7-12

ESOL

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

Home Economics 7-12

Industrial Arts/
Technology Education 7-12

Marketing Education 7-12

Mathematics 7-12

Mathematics 7-12

Music 7-12

Physical Education N-12

Physical Science 7-12

Physics 7-12

Political Science 7-12

Pupil Personnel Worker

Psychology 7-12

Reading Specialist

School Psychologist

Severely & Profoundly
Handicapped

Social Studies 7-12

Sociology 7-12

Special Education Birth-Grade3

Special Education 1-8

Special Education 6-Adult

Speech Communication 7-12

Speech Pathologist

Superintendent

Supervisor of Guidance

Supervisor of School
Psychologists

Supervisor of Pupil Personnel

Supervisor of Special
Education

Theater 7-12

Trades & Industry 7-12

Visually Impaired

**TESTS
(NTE, PRAXIS I & II)**

Effective January 1, 1999, the Maryland State Department of Education set qualifying scores for the PRAXIS I ACADEMIC SKILLS ASSESSMENTS known as the Pre-Professional Skills Test (PPST) and Computer Based Test (CBT). These tests consist of a reading component, a writing component, and a mathematics component. (ETS will discontinue the CBT fall 2001)

The PRAXIS II CONTENT AREA ASSESSMENTS consist of testing the knowledge in the content area and content pedagogy. The tests are multiple choice and constructed response.

- Applicants for initial Certification must take the required tests for Maryland.
- All candidates applying for an initial Maryland teaching certificate, except those coming in via the experience route, are required to present MD qualifying scores on the Praxis I Academic Skills Assessments and the appro-

priate Praxis II Subject Assessment where required.

- Registration procedures, fees, and forms as well as test dates and locations are included in The Praxis Series Registration Bulletin. This is available through the FCPS Department of Human Resources, the FCPS Media Services and School Improvement Training, college and university teacher education offices, university test centers, or from the Educational Testing Service. You can also visit ETS's website at www.ets.org/praxis.

MD qualifying NTE scores taken prior to June 30, 2000, and qualifying CBT scores taken prior to Fall 2001 will be accepted from in-state and out-of-state teacher candidates for certification.

* When taking tests, please designate **MSDE(#7403)** as a score recipient. Upon receipt of your score report, please send a copy to the DHR Audit Officer for placement in your personnel file.

PROFESSIONAL DEVELOPMENT PLAN - A PDP form is to be filled out by an employee as a condition of certificate renewal. Individuals set a goal for themselves that will enhance their professional growth. The plan is reviewed by the individual's immediate supervisor, signed, and submitted to the DHR for signature.

For the **SPC II** holder the plan needs to state whether they intend to complete an approved Master's degree or an approved 36 credit program.

For the 5-year APC holder the plan needs to state a goal that they have set for themselves to complete over the 5-year validity period of the subsequent certificate. A minimum of 6 credits/units is required during that validity period. All credits/units must be pre-approved by the DHR. A listing of equivalent unit options can be found on page 14.

Please note that the mandated reading coursework must be a part of your plan if you have not already satisfied the required credits for your certification area. Refer to Page 18 Reading Requirements.

The back of the PDP form contains pertinent information on what is required of a certificate holder.

MARYLAND CERTIFICATE RENEWAL REQUIREMENTS

If you hold a 3 year Standard Professional Certificate (SPC I) issued on or after January 1, 1995 you will have three (3) years to complete the following:

- verification of 3 years of satisfactory professional school related experience, 2 years of which are consecutive;
- a minimum of 6 semester hours of **approved** acceptable credit; SEE below for Special Education/Reading requirements;
- a Professional Development Plan designed to satisfy the requirements for the Advanced Professional Certificate (APC).

If you hold a 7 year Standard Professional Certificate (SPC II) issued on or after January 1, 1995 you will have seven (7) years to complete the following:

- verification of 4 years of satisfactory professional school related experience, 2 years of which are consecutive, completed within the 7 years preceding the issuance date of the APC;
- an **approved** master's degree or 36 post BA **approved** credits (21 graduate and the 15 additional graduate, undergraduate, or MSDE approved credits). At least 6 semester hours should be related to the individual's assignment. SEE below for Special Education/Reading requirements;
- *If you have earned an **approved** master's degree or an **approved** master's equivalency please indicate this. You will need 6 semesters hours of **approved** credit during this 7 year period;*
- *A teacher in a vocational area which does not require a bachelor's degree shall complete an **approved** 34 hour planned program.* SEE below for Special Education/Reading requirements.

If you hold a 5 year Advanced Professional Certificate (APC) issued on or after January 1, 1995 you will have five (5) years to complete the following:

- verification of 3 years of satisfactory professional school-related experience completed within the 5 years immediately preceding the issuance of the renewed APC;
- 6 semester hours of approved acceptable credit or the equivalent as verified by the local school superintendent. SEE below for Special Education/Reading requirements;
- a Professional Development Plan (PDP) for the subsequent APC.

MISCELLANEOUS INFORMATION

- The Frederick County Public School system is requiring all certificated personnel to complete a three (3) credit special education course as part of your renewal credit. If you don't have an (S) on your current certificate, and know that you have NOT met this requirement, you must meet this requirement as a condition of certificate renewal.
- For teaching certificates with an issuance date of 1/01/1999 and thereafter, teachers seeking renewal of early childhood education, elementary education or special education (birth-grade 3 and grades 1-8) certificates are required to have 12 semester hours in reading coursework. Teachers seeking renewal of secondary education areas, special education (grade 6-12 and K-12), art, music, and physical education certificates are required to have 6 semester hours of reading coursework.
- Approval for coursework needs to be obtained through the Department of Human Resources, via the course approval form available in your school office, prior to taking any college coursework or MSDE approved continuing professional development credit.
- *The equivalent unit option is only available toward the renewal of a 5 year Advanced Professional Certificate. Equivalent units do NOT count toward advancement on the salary schedule.*
- **NOTE:** As goals change the Professional Development Plan may need to be revised. If a revision is necessary a new PDP form should be completed and submitted. *If you transfer from another Maryland county in which you already developed your PDP, please submit to the Department of Human Resources, and your current principal, a copy of your plan for their review.*

Employment Contingencies

MSDE regulations allow local school systems to establish standards for employment higher than those required for certification. Employment contingencies are requirements imposed by FCPS that exceed those required for issuance of a certificate by MSDE.

Receipt of a Maryland professional certificate does not necessarily mean that employment contingencies have been met.

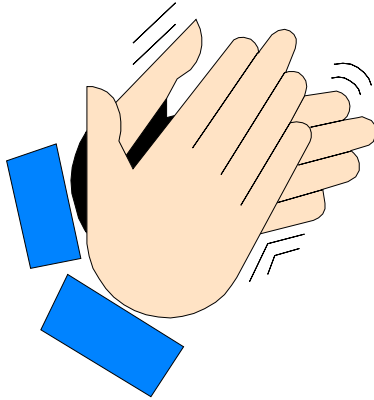
For example, within FCPS, in order to teach science and mathematics at the middle school level you must be certified in the specific area either by way of the local endorsement or Maryland certification. If you have not satisfied an approved 3-semester hour special education course, this must be satisfied as a condition of certificate renewal.

Assignment

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

A local school system sometimes finds it necessary to assign a teacher to teach outside the teacher's area of certification.

For each consecutive year after the first year that a teacher is assigned to teach outside of the teacher's area of certification, the teacher shall earn at least 6 semester hours per year toward certification in the out-of-area assignment before continuing the assignment.



Thank you!

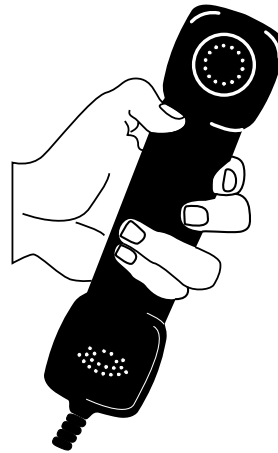
A special word of thanks to each of you for the continued dedication you extend and the guidance you provide to the students of Frederick County. Thank you.

Questions??

Provided you are under contract and continuous employment with FCPS, if you have questions you can contact the FCPS Certification Audit Officer at 301-644-5098.

** All other individuals must directly contact MSDE at (410) 767-0412.*

For more information, visit <http://www.msde.state.md.us>



NOTES

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