

# REQUEST FOR MCPS NATIONAL LICENSE SUPPLEMENT

## FOR SPEECH PATHOLOGISTS, OCCUPATIONAL THERAPISTS, PHYSICAL THERAPISTS, SCHOOL PSYCHOLOGISTS AND SCHOOL COUNSELORS WHO HOLD *NATIONAL CERTIFICATION*

Effective July 1, 2023, the annual MCPS National License (NL) supplement is \$2,125 for eligible MCEA unit members. The NL supplement will remain in effect as long as you submit a valid national license/certification **each time** the current one expires.

**If you are new to MCPS, you must submit a copy of your valid national license/certificate that includes the expiration date to the staffing coordinator hiring you so that your *initial* salary lane placement is accurate – do not submit this form.**

**If you're a current employee who now holds an acceptable national license/certificate, you *MUST* submit this form along with a copy of your current valid NL that includes expiration date, following the information and instructions below –**

- **Submit this original signed form with a copy of your valid national license/certificate that includes the expiration date to Ms. Marie Bercaw, Certification Coordinator, at [certification@mcpsmd.org](mailto:certification@mcpsmd.org) OR to one of the address options below (choose one method of delivery) –**

**US Postal Address:**

MCPS – OHRD/DTA  
Attn: Certification Unit  
45 W. Gude Drive, Suite 2300  
Rockville, Maryland 20850-1159

**Interoffice Address:**

OHRD/DTA  
Attn: Certification Unit  
45 W. Gude Drive, Suite 2300

- Adjustment in pay will be prorated if you work less than full time and will be effective based on the date the completed form and required documentation is received in accordance with the schedule due dates agreed upon by MCEA and MCPS. This schedule is available on the [certification website salary advancement information page](#). **Based on date of receipt, the \$2,125 supplement will be added to your base annual salary and is paid as part of your biweekly paycheck.**
- **It is your responsibility** to keep your **Maryland Professional Certificate** and/or **Maryland State Board of Examiners (DHMH) License** valid and to submit a renewed national license/certificate when your current license/certificate expires. **Otherwise, your supplement will be discontinued.**
- **Acceptable** national licenses/certifications:
  - School Psychologists - Nationally Certified School Psychologist
  - Physical Therapists - American Physical Therapy Association Clinical Pediatric Specialist Certification
  - Occupational Therapists - National Board for Certification in Occupational Therapy, Inc.
  - Speech Pathologist - Certificate of Clinical Competence (ASHA Card is acceptable verification)
  - School Counselors - National Certified Counselor or National Certified School Counselor

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Name \_\_\_\_\_ ID# \_\_\_\_\_ School/Office \_\_\_\_\_

Check where applicable: \_\_\_\_\_ Speech Pathologist \_\_\_\_\_ School Psychologist \_\_\_\_\_ Occupational Therapist  
\_\_\_\_\_ Physical Therapist \_\_\_\_\_ School Counselor

\_\_\_\_\_  
*Signature, Applicant*

\_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY**

**ACTION:** Date all official documentation is received \_\_\_\_/\_\_\_\_/\_\_\_\_ **COMMENTS:**

Approved: Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Disapproved

Entered into HRIS (MA22)  Half-sheet to ERSC/Salary Administration \_\_\_\_\_  
DTA/Cert Unit Designee \_\_\_\_\_ Date \_\_\_\_\_