

ACTION & INFORMATION FOR NEW TO MCPS EDUCATORS

(Educators include teachers, specialists, school psychologists, social workers, and administrators.)



Welcome to Montgomery County Public Schools (MCPS)! We look forward to working with you to ensure success for every student. Now that you are an MCPS professional employee, all of your licensure needs will be handled through the MCPS Certification Unit. **Please do not contact MSDE directly.** Please use this to guide you through the new hire process to complete all tasks applicable to you.

ACTION: LICENSURE

<https://www.montgomeryschoolsmd.org/departments/personnel/certification/>

If you have any questions concerning the licensure process, please contact the Certification Unit at 240-740-8030.

PONY ADDRESS:

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

MAILING ADDRESS:

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

PRIOR to the first day of your effective date of employment with MCPS or sooner, choose your current Maryland Educator Credential status and follow those instructions:

- “I hold a current Maryland Educator credential that has not yet expired or an expired Maryland Educator credential,” then no further action is required at this time in the MSDE TEACH (The Educator Application and Credential Hub) system.
- “I have never held a Maryland Educator Credential,” then please register only to create your MSDE TEACH account so that we can add your official transcripts and other licensure documents to your records. Please use our step by step guide to register: [MCPS TEACH Registration Guide](#) (click link to open the guide)
- All educators, must keep a copy of this [MCPS TEACH Application Overview](#) for reference regarding the MSDE TEACH system and how MCPS educators will interact with it.

ACTION & INFORMATION: UNDERSTANDING THE GENERAL TIMELINE OF EVENTS RELATED TO THE NEW HIRE PROCESS

The processes outlined below take **most, if not all, of the school year** to complete. The order in which we review files is as follows: conditionally or resident teacher educators; educators with expired/expiring credentials; Title I educators; educators who have never held a MD credential; MSBE license holders; and then valid MD credential holders with credentials expiring in future years.

- ✓ You received your offer letter and signed your Maryland State Regular Contract or Provisional Contract for Conditional or Resident Teacher License Holders Contract.
- ✓ **All educators must confirm with the staffing team that hire you that all official documents have been received. These documents verify your contract eligibility, salary lane placement, and are required for your Maryland licensure, MSDE TEACH records, and MCPS employment records. You can also email staffing@mcpsmd.org to inquire if your new hire file is complete. If anything is missing to support your employment/licensure file, the Certification Unit will request it from you.**
- ✓ During your first year with MCPS, you will receive an email from the Certification Unit informing you of your specific licensure status and any requirements with corresponding due dates.
- ✓ During your first year with MCPS, you will be instructed to complete the applicable MSDE TEACH application, if necessary.
- ✓ Once the Certification Unit has all of the official documents needed to support your employment/licensure file, MCPS will issue your conditional, resident teacher, temporary professional, initial professional, or advanced professional license via its access in MSDE TEACH.
- ✓ After MCPS issues your new license, MCPS will send an email notification via MSDE TEACH to the email address used to create your account so that you will be able to pay the \$10 certificate fee online and download your digital license for your records.

INFORMATION: IMPORTANT REMINDERS

Although our unit is here to support you while you are employed as an MCPS educator, we need your help to ensure that you meet any licensure requirements needed to maintain permanent employment. As stated on your Maryland Educator License, **“FAILURE TO MEET YOUR RENEWAL REQUIREMENTS MAY NEGATIVELY IMPACT YOUR EMPLOYMENT STATUS.”**

- The [MCPS Certification Unit](#) works directly with the Maryland State Department of Education (MSDE) to provide licensure services for MCPS professional employees. MCPS handles **ALL** of your licensure needs (issuance, renewal, new licensures, addition and removal of endorsements, degree updates, etc.) via its direct access to MSDE TEACH. Do not communicate directly with MSDE.
- For more information about all of our services, please visit our [MCPS TEACH System information page](#). Please contact the [MCPS Certification Unit](#) via email or at 240-740-8030 with any questions. Information given by any other MCPS office or MCPS employee may not pertain to your specific needs or circumstances.
- Once you have been working for MCPS and are seeking salary advancement, please remember that salary advancement is **NOT** automatic. Please review the [Salary Advancement Information](#) pages for details and instructions.
- Maintain your own **personal** licensure records with any correspondence or documents you receive from our office, a copy of your digital Maryland Educator License, and your licensure notification email for reference, especially if you need to meet specific requirements for renewal.

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INFORMATION: FREQUENTLY ASKED QUESTIONS

Q: Who do I contact if I have a question about my initial salary placement?

A: All questions regarding initial salary placement (salary lane or salary step) should be directed to the staffing coordinator who hired you in the Department of Talent Acquisition (formerly Department of Human Capital Management).

Q: I earned my national license after I started working and now think I qualify for the National Supplement. How do I apply?

A: If you have earned a National License you can request to receive the MCPS National License supplement. For more information, review the [Supplemental Pay](#) information page and submit the request for the supplement. This is not automatic, you must apply.

Q: I cannot remember my MSDE TEACH account information. Who can I ask?

A: Please email certification@mcpsmd.org, SUBJECT: MSDE TEACH Information Needed, and someone will respond within 24-48 hours.

Q: Why must I sign a Regular Contract?

A: This means that at hire, your documents verified your eligibility for a professional Maryland Educator License. If after the Certification Unit reviews your records and finds this was an error, you will receive the Provisional Contract for Conditional or Resident Teacher License Holders Contract for signature.

Q: Why must I sign a Provisional Contract for Conditional or Resident Teacher Certificate Holders Contract?

A: This means that at hire, your documents verified that you are not yet eligible for a professional Maryland Educator License, or you hold a limited Maryland State Board of Examiners license. If after the Certification Unit reviews your records and finds this was an error, you will continue to hold the provisional contract that expires June 30th and be issued the regular contract for signature the following school year.

Q: I submitted transcripts in MCPS Careers or to the staffing coordinator who hired me. Why do I have to supply another one?

A: We will only request documents that are needed to obtain your Maryland Educator License and support your salary lane and employment with MCPS. The information you submitted initially may not have included all the necessary course work and/or the degree conferral or you may have submitted an unofficial transcript. Official transcripts are a contingency of employment.

Q: My Maryland Educator Certificate is a Professional Eligibility Certificate (PEC). Why do I have to pay another certificate fee?

A: The PEC is a certificate granted by MSDE for a teacher not yet employed by a Maryland school system. Now that you are employed by MCPS, the certificate fee is needed for a professional license as required by MSDE, replaces the PEC, and will include the effective date corresponding to your date of employment. Those hired January 1 through June 30 will have a license issued effective January 1. Those hired July 1 through December 31 will have a license issued effective July 1.