CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
FREQUENTLY ASKED QUESTIONS

IMPORTANT INFORMATION: Maryland State Department of Education (MSDE) credit cannot be earned during school/work hours by professional staff unless personal or annual leave is requested. Professional staff cannot use professional leave to take a CPD course. A copy of your approved leave form must accompany your MSDE CPD Credit Form.

1. What is a Continuing Professional Development (CPD) course?
   - A Maryland State Department of Education (MSDE) approved credit-bearing course

2. What is the rationale for taking CPD courses (professional staff only)?
   - Salary advancement
   - Certification renewal

3. Who is eligible to take CPD courses?
   - Professional staff on active status have priority registration
   - Professional staff on unpaid or long term leave on a space available basis
   - Support Staff on space available basis
   - Substitute staff on space available basis

4. Where is the information about CPD courses located?
   - Professional Development Online (PDO) system at PDO.MCPSMD.ORG
   - Information is also available on the CPD information page.

5. How do you register for CPD courses?
   - The web-based Professional Development Online (PDO) system provides an effective method for registration. PDO is a secure system and requires a username and password. If you need assistance with registration, call the Help Desk, 301-517-5800.
   - Note: Courses are listed 3 times a year, August, December, and March. Registration generally opens on…
     - First Monday teachers return to work – for fall classes
     - Monday prior to winter break – for spring classes
     - Monday prior to spring break – for summer classes

6. Courses are offered each semester. What is the approximate class schedule for each semester?
   - Fall semester runs October - January.
   - Spring semester runs from February - June.
   - Summer semester runs June – August.
   - During the regular school year, classes are usually held one evening per week, for example from 4:00 to 7:00 p.m. During the summer semester, classes are usually daylong or about 6 hours per day.
   - Classes are not held on holidays or the evening before a holiday, Mondays or Fridays.
7. **Is there a required fee for CPD courses?**
   - As of July 1, 2015, the Montgomery County Employees Association (MCEA) approved a new CPD fee, which is based upon the number of credits. Please see the following for details—
     - $30.00 for a one-credit course
     - $60.00 for a two-credit course
     - $90.00 for a three-credit course
   
   A payroll deduction will be made from the participants’ paycheck upon successful completion of the CPD course and the receipt of the finalized and signed grade and attendance rosters from the CPD instructor. There is an additional $50.00 registration fee paid via personal check or money order payable to “MCPS” for NON-MCPS participants and for participants on unpaid or long term leave.

8. **Are all courses offered each year?**
   - The [CPD Course Listing](#) on the CPD website provides a general idea of courses that are offered.

9. **What is the duration of each course?**
   - 1-credit course = 15 hours of instruction
   - 2-credit course = 30 hours of instruction
   - 3-credit course = 45 hours of instruction

10. **Can you receive a stipend and credit at the same time?**
    - No you cannot receive both. CPDs are offered for credit only.

11. **What is the duration for on-line registration?**
    - Enrollment can continue until class has reached maximum enrollment or until the day the class starts, if space available.

12. **When you have completed enrollment for a particular course will I be notified?**
    - PDO will send an e-mail message confirming your enrollment and a reminder one week prior to the start of the class.

13. **Once I enroll for a course can I be removed from the class? Will I be notified?**
    - Yes, you may be dropped if you do not have a contingency with the most pressing expiration date, or you are not the appropriate course audience. PDO will send an e-mail message notifying you of your removal from the course. For questions, contact the CPD Office, 301-315-7391.

14. **Are there allowable absences from CPD courses?**
    - We encourage all participants to attend all classes. To receive credit, a participant cannot be absent more than the number of hours listed below and s/he must complete any assignment missed. If a participant misses more that the maximum number of hours listed below (for example: 6 hours 15 minutes for a 3 credit course), s/he will not be able to make up the work and will not receive credit.
      - 1 credit course – 1 hour (With the instructor’s permission.)
      - 2 credit course – 3 hours
      - 3 credit course – 6 hours
15. **What is the grading policy?**
   - Credit or no credit is given based on attendance and completion of assignments.

16. **What are the procedures at the completion of the course?**
   - The instructor posts attendance and grades on PDO indicating if the participant is to receive or not receive credit.
   - The CPD office issues credit slips in one - two weeks after grades are posted by the instructor. Original credit slips are provided to the Certification Unit within the Office of Human Resources and Development. Participants will receive an original credit slip for their records.

17. **What are contingency courses?**
   - MCPS course requirements for certain assignments or positions (see below for contingency courses). Failure to meet an employment contingency by the due date.

18. **What are the contingency course offerings?**
   - HR-17 and HR-21 Multicultural
   - SA-35 Special Education
   - MA-55 Statistics
   - MA-60 Geometry
   - MA-61 Algebra
   - SC-57 Physical Science
   - SC-58 Earth/Space Science
   - SC-59 Life Science

19. **What is the precedence for enrollment in contingency courses?**
   - During the first year of employment, educators receive the MCPS Form 440-24: MSDE and MCPS Requirements informing them of any outstanding contingencies. Enrollment priority is given to those who have the most pressing due date.

20. **What is the precedence for enrollment in non-contingency courses?**
   - The sponsoring department within MCPS sets enrollment and audience requirements.

21. **For additional questions about CPD courses who should be contacted?**
   - CPD Information: CPD Registrar at 301-315-7391
   - Certification Information: 301-279-3112
   - Salary Advancement: 301-279-3112
   - PDO User ID: Help Desk at 301-517-5800