

The Educator Application and Certification Hub (TEACH) - Maryland's NEW Educator Portal

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- ❖ New MD educators who have ***never*** held a MD Educator Certificate and are employed by MCPS in a position requiring MD certification ***MUST*** complete an Initial Application for certification – this is an MSDE requirement.
- ❖ ***USE*** the ***GUIDE*** below – follow the step-by-step instructions to avoid unnecessary document uploads and some questions that you may not need to complete.

- 1) **Log into the TEACH system at <https://certificationhub.msde.maryland.gov>**
- 2) **To begin the initial application process so that MCPS can issue your first Maryland certificate, select a category of certification, and then click NEXT.**

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

Application

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian Montessori Teacher

Next

- 3) **Click the statement to review the requirements for certification. You will not be able to choose a certification area until you read the statement. Once you read the statement, click the box for the requested areas of certification. This certification area is the one for which you were hired by MCPS.**

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian

[Click here to review the requirements prior to continuing. You will not be able to move forward with your application until you review this information. Once reviewed, you may select the area\(s\) for which you would like to apply.](#)

Areas of Certification Teacher

AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12)

AMERICAN SIGN LANGUAGE (PreK-12)

ART (7-12)

BIOLOGY (7-12)

- 4) **Answer YES to the question asking if you meet the requirements; otherwise you will not be able to go forward. MCPS will determine what type of certificate you are eligible for, so don't worry if you are not yet eligible for full Maryland certification. In other words, you will answer YES even if you have requirements left to qualify for a regular (versus conditional or resident teacher) Maryland certificate.**

Application

Do you meet the requirements to move forward?

Yes No

Back Next

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- 5) Move through the sections of the application. As you complete each section, the red X will change to a green checkmark. At the end of each section, click Save and Next.

Application for a Maryland Educator Certificate

Area of Certification	Area Of Certification									
Instructions	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Category of Certificate</th> <th style="width: 40%;">Certificate Area</th> <th style="width: 30%;">Certificate Type</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>ART (PreK-12)</td> <td></td> </tr> <tr> <td>Teacher</td> <td>DEAF AND HARD OF HEARING (Prek-12)</td> <td></td> </tr> </tbody> </table>	Category of Certificate	Certificate Area	Certificate Type	Teacher	ART (PreK-12)		Teacher	DEAF AND HARD OF HEARING (Prek-12)	
Category of Certificate	Certificate Area	Certificate Type								
Teacher	ART (PreK-12)									
Teacher	DEAF AND HARD OF HEARING (Prek-12)									
Personal Information										
Education										
Employment History - Maryland Public School Experience										
Employment History - Other Education Experience	Save & Next									

- 6) As directed on the Instructions page, if you have any questions, please email the MCPS Certification Unit at certification@mcpsmd.org. DO NOT contact MSDE with questions. Since you are employed with MCPS, all questions are required to be answered by MCPS.

Application for a Maryland Educator Certificate

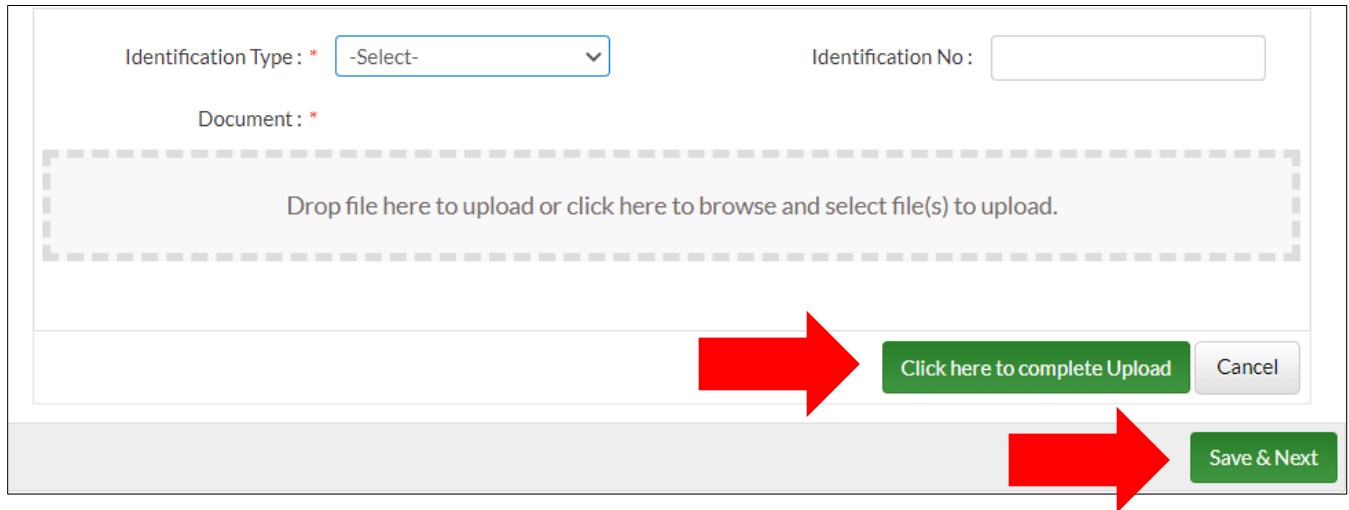
Area of Certification	Application Instructions
Instructions	<p>Welcome to The Educator Application and Certification Hub (TEACH) of Maryland! Your application must be complete prior to submission to the Maryland State Department of Education Office of Certification. If deficiencies are found in your application, it will be returned for correction. Once all deficiencies are corrected, your application will be reviewed by a certification specialist. Applications that are not corrected within one year of submission will be purged from the system.</p> <p>You will continue to receive text message and email updates as your application moves through the review and approval process. When your application is approved, you will be asked to submit a payment.</p> <p>College/university transcripts must be official and may be submitted by using our Parchment interface or by U.S. Mail. If mailed, transcripts must come directly from the institution or be mailed in a sealed student mailer. Applicants may not upload copies of their own transcripts. Test score reports and most other supporting documents may be uploaded within the application.</p> <p>If you have questions, please contact the Maryland State Department of Education Office of Certification at 410-767-0390. If you are under contract with a Maryland public school district or a nonpublic special education program, please contact your employer directly.</p>
Personal Information	
Education	
Employment History - Maryland Public School Experience	
Employment History - Other Education Experience	
Employment History - Career and Technical Education Work Experience	
Out of State Credentials	
National / Professional Certificate	Save & Next

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- 7) On the Personal Information page, you are required to upload proof of identification. Select one of the options listed in Identification Type, and upload a copy of the identification to the system. Once uploaded, choose “Click here to complete Upload,” then choose “Save & Next”.

REMINDER: Choose an application that the system and MCPS can open and view (i.e., PDF, JPG, Word, etc.)



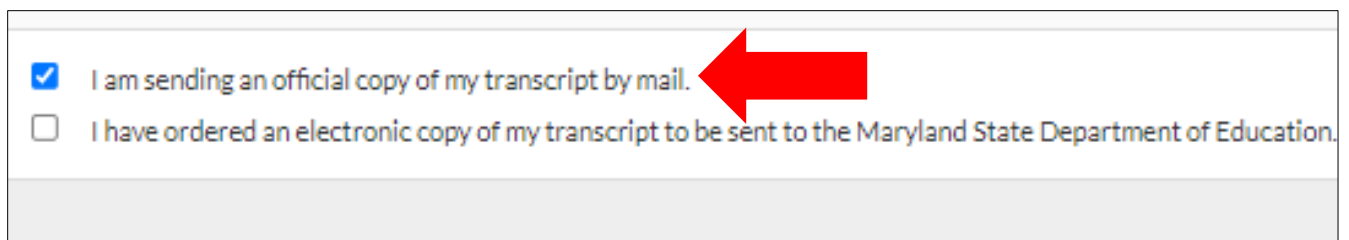
Identification Type: * Identification No:

Document: *

Drop file here to upload or click here to browse and select file(s) to upload.

- 8) On the Education page, *if not already entered*, enter your college/university information for only institutions where a degree was earned. **Choose the option “I am sending an official copy of my transcript by mail.”** Otherwise, you will be paying to send transcripts to MSDE and to MCPS (see reminder below).

REMINDER: Transcripts are to be sent directly from the college/university to the MCPS staffing team that hired you. If you have not yet submitted your official transcripts to MCPS during the hiring process, see our [Submitting Official Transcripts](#) information page to send them to the MCPS Certification Unit. Please **DO NOT** send transcripts to MSDE. MCPS will handle adding the official transcripts to your TEACH records.



I am sending an official copy of my transcript by mail. I have ordered an electronic copy of my transcript to be sent to the Maryland State Department of Education.

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- 9) On the Employment History – Maryland Public School Experience page, only list Maryland teaching experience. MCPS will take care of marking “currently employed” for your MCPS experience.

Employment History - Maryland Public School Experience

I do not have any information for this section

District: * Calvert County Public Schools

School:

Currently Employed:

Position: * 11 - Teacher/Instructor

Date Terminated: MM/DD/YYYY

From Date: * 08/23/2000

To Date: * 08/23/2006

FTE: 1

Assignment: Art Teacher

Grade(s): 6-8

- 10) On the Employment History – Other Education Experience page, list all other teaching experience outside of Maryland. *This is optional if you want this in your MSDE records. If you have submitted the MCPS Verification of Experience (VOE) form during the hiring process, DO NOT list a supervisor email address; otherwise MCPS will be unable to add the VOE to your record. Choose the box that states “Upload Verification of Experience Form” and upload a blank document to this section or the VOE form if you also received a copy. Otherwise, MCPS will upload the verification form received by our staffing team.*

Employment History - Other Education Experience

I do not have any information for this section

State: * California

Foreign Country:

District:

School:

Employer: * LA Unified Schools

Currently Employed:

Position: * Teacher

Assignment: Art Teacher

From Date: * 08/22/2007

FTE: 1


Grade(s): * 9-12

District Contact/Supervisor Name: * Test Supervisor

District Contact/Supervisor Phone Number: * (111) 111-1111

Verification of Reference by Email:

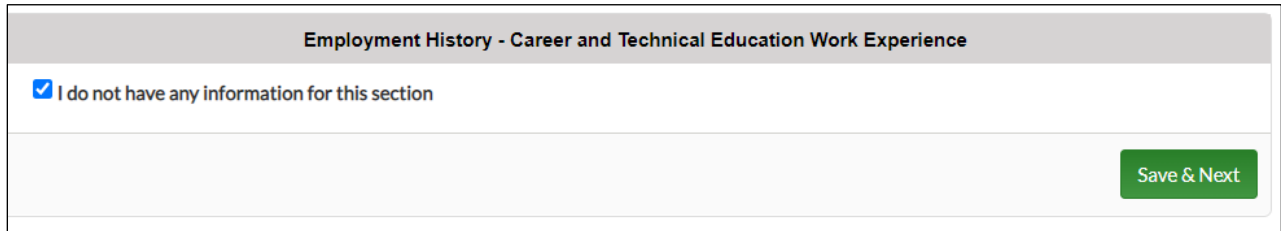
Upload Verification of Experience Form



The Educator Application and Certification Hub (TEACH) - Maryland's NEW Educator Portal

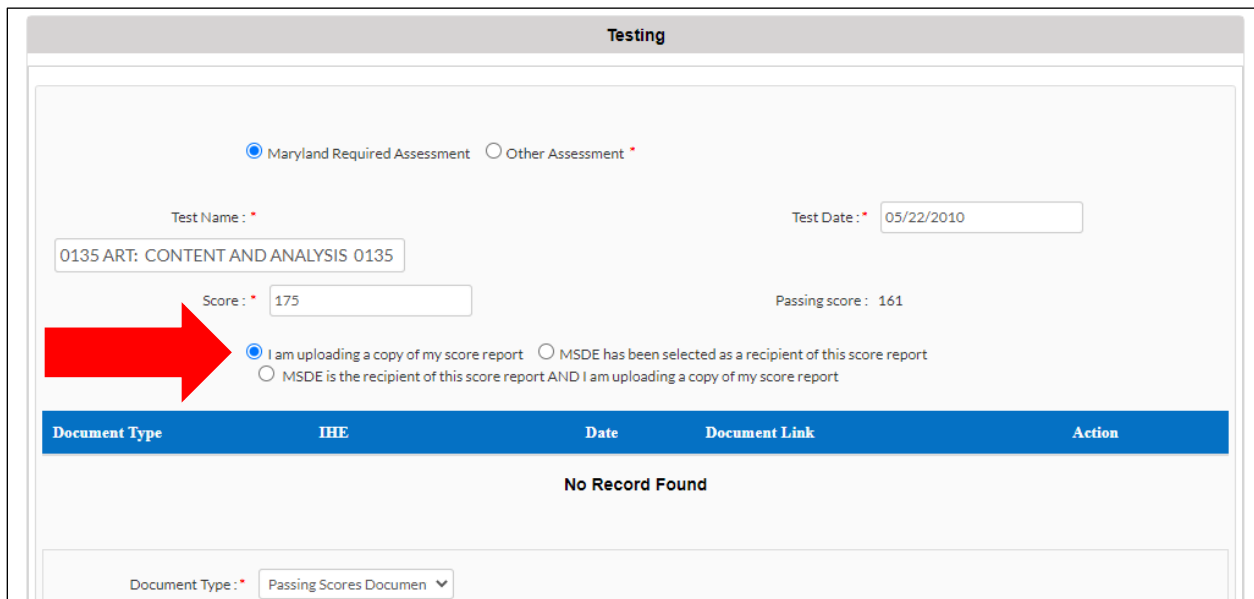
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- 11) The Employment History – Career and Technical Education Work Experience page is only for educators hired to teach a Professional Technical Education (PTE) subject and who have occupational experience applicable to the PTE subject being taught. Otherwise, choose “I do not have any information for this section”.



- 12) On the Testing page, enter all tests required for teacher certification. Choose the option “I am uploading a copy of my score report,” and upload the copy of the score report to this page.

REMINDER: Make sure your tests are also in your MCPS Careers profile.



- 13) On the Military Service Information page, only add if you would like this in your State records; otherwise, choose “I do not have any information for this section” and “Save and Next.”



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14) Complete the Disciplinary Action and Criminal History, Affirmation and Signature pages, then click “Submit Application.”

Application Submission





You are about to submit an application. Please click on the 'Submit Application' button below once you are ready to complete the application.

Submit Application

15) Once submitted, you will be able to monitor the progress on the Educator Dashboard. The MCPS Certification Unit will review your application. MCPS will send you an email via TEACH once your Maryland Educator Certificate is issued.

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

Status of Most Recent Application

 Application Submitted COMPLETED	 Under Review IN PROGRESS	 Determination of Eligibility NOT STARTED	 Issuance of Certificate NOT STARTED
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Application Details

Application	Submitted On	Status
Initial Application	01/12/2023	Submitted

NOTE: If there is anything additional needed, a “deficiency” will be issued and you will receive notification via TEACH to supply what is needed. You will be able to “resolve the deficiency” via your TEACH Educator Dashboard.