

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

MCPS TEACH APPLICATION GUIDE-RENEWAL/REINSTATEMENT

The new TEACH was created for non-school system educators. Unless we have provided information to you to complete a particular application, please contact the MCPS Certificate Unit before attempting to complete any applications. MCPS will provide explicit instructions on the various TEACH applications required for us to process your Maryland certificate issuance, renewal, reinstatement, and changes. You will use those instructions to guide you through the new TEACH portal since you already have education and employment information, as well as, official documents in your State records.

- MD certificated educators employed by MCPS in a position for which MD certification is required will be encouraged to complete the available online requests and using very explicit instructions provided by MCPS in order to streamline the application process for our educators who will not need to complete many of the application questions. As a reminder, official transcripts must still be provided to MCPS for both the employment and State records.
- Use these instructions only after MCPS has informed you that you are eligible for renewal or reinstatement of your Maryland Educator Certificate.

[Renew my Unexpired Certificate](#) (or Reinstatement my Expired Certificate)

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Renew my Unexpired Certificate or Reinstate my Expired Certificate – Use the instructions provided and complete this only when MCPS has informed you that you are eligible for the renewal of your Maryland Educator Certificate.

- 1) Log into the TEACH system at <https://certificationhub.msde.maryland.gov>
- 2) If your certificate **has not yet expired**, choose “**Renew my Unexpired Certificate**” under Online Services.

Online Services

[Renew my Unexpired Certificate](#)



[Add Endorsement to an existing certificate](#)

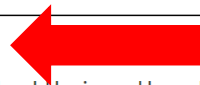
- 3) If your certificate **has already expired**, choose “**Reinstate my Expired Certificate**” under Online Services.

[Reinstate my Expired Certificate](#)



- 4) First, click the link to review the renewal requirements. You will not be able to move forward until you review the requirements. Next, select the box for the current certificate listed. The MCPS Certification Unit will determine the appropriate certificate for renewal. You will select the box, regardless of your current certificate status, and we will make the appropriate adjustments.

[You must click this link to review the renewal requirements prior to continuing.](#)



The MSDE office of certification will determine what type of certificate should be issued based on the documentation provided. If you are requesting a certificate that you have not previously held, you do not need to make a selection.

Select	Certificate #	Certificate Type	Effective Date	Expiration Date	Endorsements
<input checked="" type="checkbox"/>	615	Advanced Professional Certificate (APC)	07/01/2021	06/30/2026	EARLY CHILDHOOD EDUCATION ELEMENTARY EDUCATION



Save & Next

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- 5) Move through the sections of the application. In the left navigation section and as you complete each section, the red X will change to a green checkmark. At the end of each section, click **Save and Next**. If you have any questions, please email MCPS Certification Unit team at certification@mcpsmd.org (Subject: TEACH Assistance Needed). **DO NOT** contact MSDE with questions. Since you are employed with MCPS, all questions are required to be answered by MCPS.

Application Instructions

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.

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.

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.

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.**

Save & Next

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

Identification Type : * Identification No :

Document : *

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

Click here to complete Upload

Save & Next

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- 7) On the Education page, click the box indicating “I do not have any information for this section.” MCPS will update any degree changes on your behalf.

NOTE: Any documents on file prior to the TEACH launch will not be viewable to you.

Education
<input checked="" type="checkbox"/> I do not have any information for this section

- 8) On the Continuing Education page, click the box indicating “I do not have any information for this section.” MCPS will update any continuing education on your behalf.

NOTE: Any documents on file prior to the TEACH launch will not be viewable to you.

Continuing Education
Please use this section to upload Maryland approved Continuing Professional Development (CPD) credit and/or Maryland Local School System approved equivalent credit.
Continuing Education
<input checked="" type="checkbox"/> I do not have any information for this section

- 9) On each Employment History section, DO NOT add experience. You will either choose “Save and Next” if experience is already listed, or you will choose “I do not have any information for this section” if no experience is listed. MCPS will update any experience on your behalf.

NOTE: MSDE EIS did not have currently employed; therefore, all educators will not have this verified in MSDE TEACH

- 10) On the Out of State Credentials page and the National/Professional Certificate page, you may add certificates you have obtained from other states or licensing agencies, or you may select “I do not have any information for this section” (RECOMMENDED). Then click “Save and Next.”

Out of State Credentials
Include both a copy of your credential and the documentation submitted to achieve this credential.
Out of State Educator Credentials
<input type="checkbox"/> I do not have any information for this section
Add Out Of State Educator Credential

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- 11) On the Testing page, add any test scores obtained for endorsements to be added **since your last certificate was issued ONLY if you have not already provided this information and request to MCPS**. Choose the option “I am uploading a copy of my score report,” and upload the copy of the score report to this page. Otherwise, click “Save and Next.”

Testing

Maryland Required Assessment Other Assessment *

Test Name: * 0135 ART: CONTENT AND ANALYSIS 0135 Test Date: * 05/22/2010

Score: * 175 Passing score: 161

I am uploading a copy of my score report MSDE has been selected as a recipient of this score report
 MSDE is the recipient of this score report AND I am uploading a copy of my score report

Document Type	IHE	Date	Document Link	Action
No Record Found				

Document Type: * Passing Scores Documen

- 12) Move through any remaining pages by checking “I do not have any information for this section” or “Save and Next” because MCPS takes care of anything necessary on your behalf.
- 13) Complete the Disciplinary Action and Criminal History, Affirmation and Signature pages, then click “Submit Application.” Once submitted, you will be able to monitor the progress on the Educator Dashboard. You will then receive a confirmation email once this process has been completed.

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

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- 14) Once submitted, "Application Submitted" = "Completed." You will be able to monitor the progress on the Educator Dashboard. If items are needed, they may be indicated on your Educator Dashboard for a response; however, MCPS will send you correspondence via TEACH or via MCPS Outlook.

Dashboard
Welcome Wcps Five | [Reset Password](#)
Individual Id : 1000991237
Not Wcps Five? [Click here to log out](#)





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

Status of Most Recent Application

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

- 15) When our certification team has reviewed and approved your request, your TEACH dashboard will then show the application as "in progress" (see below). **Your certificate is only available after the \$10 certification fee has been paid.**

Status of Most Recent Application

			
Application Submitted	Under Review	Determination of Eligibility	Issuance of Certificate
COMPLETED	COMPLETED	APPROVED	IN PROGRESS

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- a) If you, the educator, are paying the \$10 certification fee directly through the TEACH system, you will see the below on your TEACH dashboard. The TEACH system will send an email notification stating that payment is needed.

Payment Details					
Action	District/Nonpublic	Invoice Num	Application Type	Invoice Date	Amount
Pay Invoice	Montgomery County Public Schools	[REDACTED]	Initial Application	07/06/2022	\$10.00

You may click on “Pay Invoice” to make the \$10 payment. The “Invoice Payment” screen will then show.

Invoice Payment
✕

Fee and Payment

<p>Initial Application Fee : * <input style="width: 150px;" type="text" value="10"/></p> <p>Total Fees : * <input style="width: 150px;" type="text" value="10"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Payment Method</th> <th style="width: 20%;">Amount</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">-Select- ▼</td> <td style="text-align: center;"><input style="width: 50px;" type="text" value="10"/></td> <td></td> </tr> <tr> <td style="text-align: right; font-weight: normal;">Balance</td> <td style="text-align: center;">0</td> <td></td> </tr> </tbody> </table>	Payment Method	Amount	Action	-Select- ▼	<input style="width: 50px;" type="text" value="10"/>		Balance	0	
Payment Method	Amount	Action								
-Select- ▼	<input style="width: 50px;" type="text" value="10"/>									
Balance	0									

Pay Now
Close

- b) If MCPS is making the \$10 payment on your behalf (through a previous payroll deduction), you will see “Approved-waiting for District Payment.” At this time, MCPS will pay the MSDE the month *after* your certification has been processed. The TEACH system will update when the payment has been made and send an email notification that your certification fee has been paid.

Application Details		
Application	Submitted On	Status
Certificate Renewal	06/27/2022	Approved- waiting for District payment