

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

MCPS TEACH APPLICATION OVERVIEW

- MCPS will provide **explicit** instructions on the various TEACH applications required for us to process your Maryland certificate issuance, renewal, reinstatement, and changes.
- As TEACH was created for ALL Maryland educators, including non-school system educators, please use those instructions to guide you through the TEACH portal since you already have education information, employment information and official documents in your State records.
- **Please do not complete applications in TEACH, unless you have been directed to do so by a MCPS Certification Unit staff member.**

Online Services available in MSDE TEACH:

- ✓ **Renew my Unexpired Certificate (or Reinstatement my Expired Certificate)** – Use the instructions provided and complete this only when MCPS has informed you that you are eligible for the renewal or reinstatement of your Maryland Educator Certificate.
- ✓ **Add Endorsement to an existing certificate** – Use the instructions provided when MCPS has confirmed your eligibility for the new endorsement/certification area.
- ✓ **I do not qualify but would like to request a review of my credentials** – **Do not use this application.** Contact the MCPS Certification Unit to request a review of your records for a new certification area. If you will be conditionally certified, **do not use this application.**
- ✓ **Remove an Endorsement** – Use the instructions provided when MCPS has confirmed that you can remove an endorsement. The certification area/endorsement that enabled the educator to obtain MD certification cannot be removed.
- ✓ **Request a Name Change** – Educators will need to complete this request via TEACH along with proof of name change documentation. This is in addition to notifying MCPS of any name change.
- ✓ **Request Verification of my Certification** – This request will be completed by MSDE. Contact the MCPS Certification Unit if you have any questions about your MD certification.
- ✓ **Update my Highest Degree** – Do not use this application. MCPS does this automatically when the official transcripts are received by the MCPS Certification Unit.
- ✓ **Request Verification of my Test Scores** – This request will be completed by MSDE.