

REQUEST FOR NATIONAL LICENSE SUPPLEMENT

FOR SPEECH PATHOLOGISTS, SCHOOL PSYCHOLOGISTS, OCCUPATIONAL THERAPISTS, PHYSICAL THERAPISTS AND SCHOOL COUNSELORS WHO HOLD NATIONAL CERTIFICATION

Effective July 1, 2007, a \$700 annual supplement became available for speech pathologists, school psychologists, occupation therapists, physical therapists and school counselors who hold valid **national** license/certification in their fields. The \$1500 annual supplement, increase effective July 1, 2014, will remain in effect as long as you submit a valid **national** license/certification **each time** the current one expires.

NOTE: If you are new to MCPS, you must submit a copy of your valid national license/certificate that includes the expiration date to the staffing coordinator hiring you so that your initial salary lane placement is accurate. There is no need to submit this form; however, we encourage you to inform the staffing coordinator and request a review of your salary lane placement, if applicable.

- **If you are a current MCPS specialist applying for the first time OR reapplying because proof of renewal was not received by our office prior to the expiration date of a previous license, you must also submit this original signed form with a copy of your valid national license/certificate that includes the expiration date to Ms. Marie Bercau, Certification Coordinator, at certification@mcpsmd.org or to one of the address options below.**

US Postal Address: _____

MCPS – OHRD/DCS
Certification Unit
45 W. Gude Drive, Suite 2300
Rockville, Maryland 20850-1159

Interoffice Address: _____

OHRD/DCS
Certification Unit
45 W. Gude Drive, Suite 2300

- The adjustment in pay will be prorated if you work less than full time and will be effective based on the date you submit your documentation in accordance with the schedule agreed upon by MCEA and MCPS. This schedule is available on the certification website, salary advancement information page. **Based on the date of receipt, the \$1500 supplement will be added to your base annual salary and is paid as part of your biweekly paycheck.**
- If you do not currently hold a **national** license/certificate and wish to obtain this, you must work directly with the national organization with which you are affiliated.
- **It is your responsibility** to keep your **Maryland Professional Certificate** and/or **Maryland State Board of Examiners (DHMH) License** valid and to submit a renewed **national** license/certificate when your current license/certificate expires. **Otherwise, your supplement will be discontinued.**
- Acceptable national certifications:
 - School Psychologists - Nationally Certified School Psychologist
 - Physical Therapists - American Physical Therapy Association Clinical Pediatric Specialist Certification
 - Occupational Therapists - National Board for Certification in Occupational Therapy, Inc.
 - Speech Pathologist - Certificate of Clinical Competence (ASHA Card is acceptable verification)
 - Guidance Counselors - National Certified Counselor or National Certified School Counselor

Name _____ ID# _____ School/Office _____

Check where applicable: _____ Speech Pathologist _____ School Psychologist _____ Occupational Therapist
_____ Physical Therapist _____ School Counselor

Signature, Applicant

Date

FOR OFFICE USE ONLY

ACTION: Date all official documentation is received ____/____/____ **COMMENTS:**

Approved: Effective Date ____/____/____ Disapproved

Entered into HRIS (MA22) Half-sheet to ERSC/Salary Administration _____

DCS/Cert Unit Designee Date