

FAQ's about Maryland State Department of Education (MSDE) Credits Earned from Outside Agencies

IMPORTANT INFORMATION: MSDE credit cannot be earned during school/work hours by 10 and 12-month professional staff unless personal or annual leave is requested. Ten and 12-month employees cannot use professional leave to take a CPD course. A copy of your approved leave form must accompany your MSDE Division of Certification and Accreditation, CPDE Credit Form

1. What are some examples of outside agencies that carry MSDE credit?

- Smithsonian
- Chesapeake Bay Foundation
- The National Zoo
- National Audubon Society
- Maryland State Department of Education
- Maryland Public Television
- Kennedy Center
- Other school systems in Maryland

2. How do you verify that a course carries MSDE credit?

- Contact the education office of the agency.
- Check outside agency flyers and catalogs for credit information. All approved courses have a Maryland State Department of Education number.

3. At the completion of the course, do you receive a grade?

- You will receive a 3-part form titled MSDE Division of Certification and Accreditation, CPD Credit Form.

4. How is the MSDE Division of Certification and Accreditation, CPD Credit Form processed?

- Submit 3-part form to MCPS CPD Registrar, Office of Human Resources and Development, 7361 Calhoun Place, Suite 401, Rockville, MD 20855.
- Form is submitted the Professional Development Liaison between MCPS and MSDE for approval and signature.
- CPD office will distribute the white and yellow copy to certification and pink copy to participant.

5. How are MSDE credits used?

- MSDE certificate renewal
- Salary advancement

6. Do outside agencies charge tuition?

- Some agencies do charge tuition. However, you may be eligible for tuition reimbursement through the MCPS teacher tuition reimbursement program.

7. Where do I get information for tuition reimbursement?

- See web site
(<http://www.montgomeryschoolsmd.org/departments/development/teams/programs/tuitionreimbinfo.shtm>)