

**INSTRUCTIONS:** Prior to the expiration of your SPC 1, please (a) develop a 5-year certificate renewal plan to obtain your APC (see example on reverse side); (b) distribute form as specified below; and (c) review your plan yearly and maintain any revisions at your work location. (You must complete the coursework indicated in your plan within the 5-year validity date of your SPC2.)

**REQUIREMENTS:** Completion of a master's or higher degree in a certification area directly related to public school education, including 6 semester hours related to your specific discipline and 6 semester hours in reading, if applicable.

OR

Hold a National Board Certification and complete a minimum of 12 semester hours of graduate credit including 6 semester hours in reading, if applicable.

OR

Complete a master's or at least 36 semester hours (including 6 semester hours related to your specific discipline and 6 semester hours in reading, if applicable), of approved content or professional education post-baccalaureate coursework directly related to public school education earned after the conferral of the bachelor's degree to include a minimum of **21 graduate credits**. A maximum of 15 undergraduate or Maryland State Department of Education (MSDE) continuing professional development (CPD) credits can be used. (If you have already earned a master's or higher degree or at least 36 semester hours (as shown above), indicate this in the plan and make sure official documentation has been sent to the Office of Human Resources and Development. You will need only 6 semester hours of credit, to include reading coursework, if applicable, during this 5-year SPC2 period.) If you qualify for the APC prior to the expiration of your SPC2 and wish to get the APC early, please send a written request to the Certification Unit.

**NOTE:** MCPS' master's equivalency salary level is earned by completing 30 semester hours of graduate or CPD credits. A minimum of 15 graduate credits is required, while a maximum of 15 CPD credits can be used. (See Salary Advancement Information on the Certification section of the MCPS website. It is your responsibility to submit MCPS 475-1: *Request for Advanced Salary Placement* when you qualify.)

Certification Renewal Plans must include all MCPS employment contingencies and state reading requirements, if applicable.

**CERTIFICATE RENEWAL PLAN (Samples on reverse side)**

**Proposed Plan (Year 1):** Indicate the coursework you plan to take (or have taken) to complete the master's equivalency or the type of master's degree you plan to obtain (or have obtained) during the five-year certificate renewal plan. Include any other MCPS employment contingencies or MSDE reading requirements.

**Revisions to proposed plan (if necessary):**

Year 2

Year 3

Year 4

Year 5

\_\_\_\_\_  
 Certificate Holder's Name (please print)

\_\_\_\_\_  
 Employee ID # or SSN

\_\_\_\_\_  
 Certificate Holder's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date

**Note:** Official verification of coursework must be submitted to the Department of Certification and Continuing Education, Certification Unit after coursework is completed.

**SAMPLES:**

**SAMPLE CERTIFICATE RENEWAL PLAN**

**Proposed Plan (Year 1):**

1. Complete employment contingency for multicultural human relations course.
2. Complete master's degree in school guidance

**Revisions to proposed plan (if necessary):**

Year 2 No change

Year 3 Decided to change master's program from guidance to administration

Year 4

Year 5

**SAMPLE CERTIFICATE RENEWAL PLAN**

**Proposed Plan (Year 1):**

1. Complete 3 credits in reading to meeting state requirements.
2. Complete employment contingency for a multicultural human relations course.
3. Complete master's equivalency to include:
  - 21 graduate credits in Spanish and English courses
  - 15 CPD credits or graduate credits in special education

**Revisions to proposed plan (if necessary):**

Year 2 No change

Year 3 Decided to change master's program from guidance to administration

Year 4 No change

Year 5