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

### MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

New Maryland educators who have <u>*never*</u> held a Maryland Educator Certificate and are employed by MCPS in a position requiring Maryland certification  $\underline{MUST}$  complete an **initial application for certification** – this is a Maryland State Department of Education (MSDE) requirement.

You must follow the step-by-step instructions in this guide to navigate successfully through the application.

- 1) Log into the TEACH system at https://certificationhub.msde.maryland.gov (You will need to register on TEACH before you can log into the system.)
- 2) To begin the **initial application** process so that MCPS can issue your first Maryland certificate, **select a Category of Certification**, and then click **Next**.

Welcome to The Ec	lucator Application and Certification Hu	b (TEACH) of Maryla	ind		
				Application	-
Please sele	ect a Category of Certificatio	on			
Teacher	Administrator / Supervisor	□ Specialist	Public Librarian	O Montessori Teacher	
					Next

3) Click on the statement in red font to review the requirements for certification. <u>You will not be able to</u> choose a certification area until you click on the red words and review the requirements. After you read the requirements, return to the page with your application. Under Areas of Certification click the box(es) for the requested area(s) of certification. This certification area is the one for which you were hired by MCPS.

Please select a Category of Certification
Teacher Administrator / Supervisor Specialist Public Librarian Montessori Teacher Click here to review the requirements prior to continuing. You will not be able to move forward with your application until you review this information. Once reviewed, you may select the area(s) for which you would like to apply.
Areas of Certification Teacher
AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12)
AMERICAN SIGN LANGUAGE (PreK-12)
ART (PreK-12)
RIOLOGY (7-12)

4) Answer YES to the question "Are you prepared to provide all the required documentation for this application?"; otherwise you will not be able to go forward. MCPS will determine what type of certificate you are eligible for, so don't worry if you are not yet eligible for full Maryland certification. In other words, you will answer YES even if you have requirements left to qualify for a regular (versus conditional or resident teacher) Maryland certificate. Click Next.

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland	
Application	-
Are you prepared to provide all of the required documentation for this application? If you are unsure what you will need to provide, review the How to Apply webpage. Yes • No O	
Back	Next

5) As directed in the Application Instructions section, if you have any questions, please email the MCPS Certification Unit at certification@mcpsmd.org. <u>DO NOT contact MSDE with questions</u>. Since you are employed with MCPS, all questions regarding Maryland certification are required to be answered by the MCPS Certification Unit.



**NOTE: You must complete all sections of the application before you can submit**. As you complete each section, the red  $\mathbf{X}$  will change to a green checkmark  $\sqrt{\phantom{1}}$  At the end of each section, click Save & Next.

6) In the **Personal Information** section, **you are required to upload a valid, unexpired proof of identification.** After you have answered the question, "**Are you a citizen of the United States**?" select one of the options listed in **Identification Type**, and upload a copy of your identification to the system.



Please choose an application that the system and MCPS can open and view (i.e., PDF, JPG, Word, etc.) Once uploaded, choose Click here to complete Upload then click Save & Next.

Identification Type : * -Select-	✓ Ider	ntification No :	
Document : *			
Drop file here to upload or	click here to browse and se	lect file(s) to upload.	
		Click here to complete Upload	Cancel
			Save & Next

7) In the Education section, *if not already entered*, enter your college/university information only for institutions where a degree was earned. Please <u>DO NOT UPLOAD ANY TRANSCRIPTS</u> because they will not be considered official. Check the box for "I am sending an official copy of my transcript by mail." The MCPS Certification Unit will upload official transcripts to your TEACH records.

Enter Education information here			
State : *	-Select State-	OR	My Coursework is from a Foreign Institution
Degree : *	- Select Degree-		
College/University : *		My school is n	iot listed
Did this program lead to certifi state where is	cation in the OYes ONo it located? *		
Date Completed : <sup>0</sup>	MM/YYYY		
GPA : Student Teaching :	• O Yes O No	Credits Earned : X000	
	I am sending an official copy of my transcript by mail.     I have ordered an electronic copy of my transcript to be sent to the Maryland State Department of Education	ion.	

**REMINDER:** If you have not yet submitted your official transcripts to MCPS during the hiring process, see our <u>Submitting Official Transcripts</u> information page to send them to the MCPS Certification Unit. Please <u>DO NOT</u> send transcripts to MSDE. MCPS will handle adding the official transcripts to your TEACH records.

8) In the **Employment History – Maryland Public School Experience** section, **list only your Maryland teaching experience**. MCPS will take care of marking "**currently employed**" for your MCPS experience.

Employment History - Maryland Public School Experience							
I do not have any information for this section							
District : *	Calvert County Public Schools	<ul> <li>School :</li> </ul>					
Currently Employed :							
Position : *	11 - Teacher/Instructor	•					
Date Terminated :	MM/DD/YYYY						
From Date : *	08/23/2000	To Date : *	08/23/2006				
FTE 🛈:	1	Assignment :	Art Teacher				
Grade(s) :	6-8						

9) In the Employment History – Other Education Experience section, list all other teaching experience outside of Maryland. *This is optional if you want this in your MSDE records*. Otherwise, check the box for "I do not have any information for this section" and then Save & Next

	Employment History - O	ther Education Experience	
I do not have any information	on for this section		
State: *	California		
Foreign Country :			
District :		School :	
Employer : *	LA Unified Schools	Currently Employed :	
Position : *	Teacher		
From Date : *	08/22/2007		
FTE O:*	1	Assignment :	Art Teacher
Grade(s): *	9-12		
District Contact/Supervisor	Test Supervisor	District Contact/Supervisor	(111) 111-1111
Name.		Phone Number .	
Verification of Reference by Email ():			
🗹 Uploa	d Verification of Experience Form		

10) The Employment History – Career and Technical Education Work Experience section is only for educators hired to teach a Professional Technical Education (PTE) subject and who have occupational experience applicable to the PTE subject being taught. If this does not apply, check the box for "I do not have any information for this section" and Save & Next

Employment History - Career and Technical Education Work Experience	
I do not have any information for this section	
	Save & Next

11) In the **Testing** section, enter any tests that are required for teacher certification by clicking on **Add Testing** and enter the information in the fields marked with a red asterisk\*. Next select the option "I am uploading a copy of my score report," and upload the test score document. *If you do not have any tests scores to enter because you need tests or do not have your score reports*, click the box for "I do not have any information for this section" and **Save & Next** 

Testing							
Maryland Required Assessment     Other Assessment *							
Test 0135 ART: CONTE	Test Name : * Test Date :* 05/22/2010						
	Score : *       175       Passing score : 161         Image: Score : *       Image: Score report       O MSDE has been selected as a recipient of this score report         O MSDE is the recipient of this score report AND I am uploading a copy of my score report       O MSDE is the recipient of this score report						
Document Type	IHE	Date	Document Link	Action			
No Record Found							
Document Type:* Passing Scores Documen V							

12) The Military Service Information section is optional. Otherwise, click the box for "I do not have any information for this section" and Save & Next

Military Service Information	÷.
I do not have any information for this section	
	Save & Next

13) Answer the four questions to complete the **Disciplinary Action and Criminal History** section and click Save & Next

Disciplinary Action and Criminal History	
Please read the instructions carefully and provide the required documentation.	
Hyou select "Yes" to question 1 or 2 of the "Disciplinary Action and Criminal History" questions:	
Prease submit additional information relating to your answer, including (1) the name of the state in which the action took place or is pending (2) the specific causes for that action; (3) the specific action taken; and (4) any additional information you would like to provide for consideration	on
If you select "Yes" to question 3 of the "Disciplinary Action and Criminal History" questions:	
• Prease submit additional information relating to your answer, including (1) the name of the employer from which you were dismissed or reaigned; (2) the nature of the allegations of misconduct involving a student; and (3) any additional information you would like to provide for conside	aration.
If you select "Yes" to question 4 of the "Disciplinary Action and Criminal History" questions:	
<ul> <li>Please submit additional information relating to your answer, including: (1) the name of the jurisdiction (e.g., which state or federal court); (2) the statute(s) or specific name(s) of the crime(s); (3) date; and (4) sentence, if any, of the crime(s) for which you were convicted, pled guilty or n This information should be supplied through court documentation, criminal background check results, or other official legal documentation.</li> </ul>	olo contendere, or received probation before judgment.
1. Is action pending to suspend, revoke, or deny your certificate or application for certification in another state? (A determination of academic ineligibility is not considered a denial of a certificate) *	○ Yes ○ No
2. Have you ever had a certificate or license revoked, suspended, voluntarily surrendered or denied by any state other than Maryland? (A determination of academic ineligibility is not considered a denial of a certificate).*	○ Yes ○ No
3. Have you ever resigned or been dismissed after notice of allegations of misconduct involving a student ?*	○ Yes ○ No
4. Have you ever been convicted of pleaded guilty or nois contendere with respect to, or received probation before judgment with respect to a crime against children, a crime of violence, or a crime of moral turpitude"?	○ Yes ○ No
"If you are unare whether a crime is a "crime of violence," please err on the side of disclosure as filing faise or misleading information on an application for certification may be grounds to deny a certification request. Crime of violence is defined in the Maryland Code control and application of the certification may be grounds to deny a certification request. Crime of violence, is defined in the Maryland Code	
criminal Law Artone Section 14-104. "Criminal Law Artone Section 14-104.	
	Save & Next

In the Affirmation and Signature section, click on the box in the upper left corner "By checking this box,". Then type your name in the Signature box exactly as it appears in the gray box in the affirmation "I, Your Name, hereby affirm..." Click Save & Next

Application for a Maryland Educator Certificate	
Declaration, Authorization and Signature	
By checking this box, Privacy Notice	
The principal purpose served by gathering the requested information is to provide necessary data and background records for the Superintendent of Schools as required by state law and regulation. The consequence of refusal to provide the requested information is non-issuance of a Maryland Certificate.	
You have the statutory right to inspect, amend, or correct the requested information under State Government Article §§ 10-611-10-629, Annotated Code of Maryland. You may request an amendment and/or correction through your TEACH Dashboard or by contacting certifiomsde@maryland.gov. The requested information is not ger available for public inspection, unless specifically authorized by law.	inerally
The requested information may be shared with the Manyland Child Support Administration. The information is not routinely shared with other governmental agencies; however, by accepting this notice of privacy. I understand that local school systems will be able to review education records pertaining to my certification.	
Level bet of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation of a material fact, my application will be	эе
disapproved and/or my cartificate will be rescinded. I understand that any mate submitted in connection with this application will become the property of the State of Maryland, will be considered a public record and will not be returned.	
Signature : * Type your name Date : * 01/23/2024	
Sav	re & Next

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#### 15) In the Application Submission section, please be sure to click on Submit Application.



16) Once submitted, you will receive a MSDE TEACH automatically generated email thanking you for submitting your application. You will be able to monitor the progress of the application on your TEACH Dashboard. The MCPS Certification Unit will review your application. When MCPS has issued your Maryland Educator Certificate, you will receive an email notification via MSDE TEACH, sent by MCPS, to pay for your new certificate online. You must take care of that task right away. *Paid = Active Certificate = Certified* 

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland			
Status of Most Recent Application			
		<b>A</b> L	
Application Submitted	Under Review	Determination of Eligibility	Issuance of Certificate
COMPLETED	IN PROGRESS	NOT STARTED	NOT STARTED
Application Details			
Application		Submitted On	Status
Initial Application		01/12/2023	Submitted

NOTE: If deficiencies are found in the application, MCPS will contact you via email to make the correction. You will receive an email notification from MSDE TEACH, sent by MCPS, to supply what is needed. You will be able to "resolve the deficiency" via your TEACH Educator Dashboard.