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EDUCATOR INFORMATION SYSTEM (EIS)

Fact Sheet
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What is the Educator Information System (EIS)?

The Educator Information System (EIS) is Maryland's web-based source for educator certification. EIS provides educators with the tools necessary to complete an initial application for a Maryland certificate. It will also provide those who already have Maryland certification with access to their personal information. In addition, it provides local school systems with the tools to enhance certification-related services for employed educators.

How do I access EIS?

You can access EIS through the home page of the Maryland State Department of Education (MSDE) at http://marylandpublicschools.org/MSDE/divisions/certification/certification_branch/. You will need to establish an access account by entering identifying information and creating a user ID and password. There are detailed instructions at the site to guide you through the process.

Can I access EIS now?

As of April 2, 2007, local school systems will be able to process certification requests and access related materials. In May, educators will be able to access EIS to check on their current certificate and to check on the progress of any pending requests such as certificate renewal and additional endorsements.

How will I receive my certificate?

MSDE will no longer print Maryland certificates. Once your request for certification has been approved, you will be able to view, download, and print your certificate by logging on to http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/. Providing an electronic "digital" certificate allows you immediate access, portability, and the ability to print or electronically transmit your certificate whenever you like.

What else can I do in EIS?

EIS allows you to check the status of your certification request and track the progress of your request from initial submission to final approval.

What about any pending actions?

If your local school system submitted a certification request to MSDE in 2006, you may see an expired certificate in EIS and/or the message "in progress." As the new technology is being implemented, work is continuing on all "paper" cases with the goal of completing them by September 2007. Check the site periodically to determine your status and contact your local school system's certification office if the action is not completed by October 2007. If you are not a current contracted employee of a local school system, contact MSDE at 410-767-0412.

Where can I obtain more information?

Check the Frequently Asked Questions on the certification site. If you have problems or suggestions, you may send an email to EISHelp@msde.state.md.us.