



*Congratulations... You have now downloaded your Maryland
State Department of Education (MSDE)
Professional Certificate!*

Please review the certificate and this notice about renewal requirements. Please contact the Certification Unit about any discrepancies.

To renew this certificate, you must:

- complete the necessary credits as indicated on the notice, including the MSDE reading requirements (if applicable);
- submit an official transcript for all coursework completed (degree conferrals must be verified with an official transcript);
- complete successful experience as required; and
- complete a certificate renewal plan (if applicable, the plan is sent to you prior to renewal).

FAILURE TO MEET YOUR RENEWAL REQUIREMENTS WILL RESULT IN A SALARY PENALTY, LOSS OF TENURE, AND CONDITIONAL CERTIFICATION OR TERMINATION OF PERMANENT EMPLOYMENT STATUS.

Do you have senior status?

If you will complete or have completed at least 25 years of public or non-public professional school service, in Maryland or any other state, or you are or will be at least 55 years of age any time within the validity dates of this certificate, you qualify for senior status for MCPS. Acceptance of the senior status allowance is determined by each local school system in Maryland and enables you to renew your certificate without further renewal requirements. For certificate renewal only, senior status will remain in effect as long as you are employed by a local Maryland school system that recognizes and accepts this allowance. After you resign or retire from MCPS, the senior status allowance no longer applies and you must contact MSDE for certificate renewal and information about specific requirements.

As stated on your certificate, it is your responsibility to know the current certification regulations and to renew this certificate prior to the expiration date. This is the only information that you will receive regarding the requirements for renewal of this certificate. A reminder notice may be sent prior to renewal; however, renewal requirements must be met as indicated whether or not a reminder is sent. Automatic fee deduction notices will be sent before the due date.

**MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE)
REQUIREMENTS FOR CERTIFICATE RENEWAL**

The following chart reflects requirements necessary to obtain/renew the subsequent certificate for certificates issued after January 1, 2003:

For the following paragraphs, acceptable credit is defined as post baccalaureate course work taken at a regionally accredited college/university or through MSDE-approved continuing professional development (CPD) credits. The course work must also be related to a school assignment, earned within 5 years immediately preceding the date on which the certificate is issued, and earned in reading courses listed on the reverse side of this document if the educator has not yet completed them.

Standard Professional Certificate 1 (SPC1) 5-Yr. validity	Standard Professional Certificate 2 (SPC2) 5-Yr. validity	Advanced Professional Certificate (APC) 5-Yr. validity
<p>To obtain SPC2:</p> <p>Complete 6 shrs. of credit; and Complete 3 yrs. of satisfactory school-related experience; and Complete an SPC certificate renewal plan prior to obtaining the SPC2.</p>	<p>To obtain the APC:</p> <p>Complete a Master's; OR The equivalent of 36 shrs. of <u>post-baccalaureate</u> course work, 21 of which must be graduate credits from a regionally accredited college or university; OR Obtain National Board Certification and complete a minimum of 12 shrs. of graduate credit and Complete 3 yrs. of satisfactory school-related experience; and Complete a Certificate Renewal Plan for the APC just prior to obtaining the APC.</p>	<p>To renew APC:</p> <p>Complete 6 shrs. of course work or the equivalent; and Complete 3 yrs. of satisfactory school-related experience; and Complete APC Certificate Renewal Plan.</p>

If you hold a certificate for teaching students with visual impairments, you will need to submit at least one course, continuing education unit, or professional development activity indicating maintenance of Braille proficiency as part of, or in addition to, the regular renewal requirements for educators.

If you have a specialist or administration certificate, and you do not have an (S) on your certificate, you must complete an introduction to special education course or a course in the inclusion of special needs population as part of your renewal credit. (If at least one of the areas of certification is Special Education, the course requirement has been satisfied and the (S) will not appear on the certificate.)

Educators seeking renewal or reinstatement of early childhood education, elementary education or special education (infant-grade 3 and grades 1-8) certificates are required to have 12 semester hours in reading. If more than 6 semester hours of reading course work is still needed, the educator must submit 6 semester hours taken within the first renewal period and the remaining semester hours during the second renewal period. Educators needing 6 semester hours of reading or less will have one renewal period to submit the requirements.

Educators seeking renewal or reinstatement of secondary education, special education (grades 6-Adult), and N-12/K-12/PK-12 education certificates are required to have 6 semester hours in reading and will have one renewal period to submit the reading course work.

IMPORTANT: If you still need reading course work, you must complete the appropriate course for college credits through a regionally accredited college or university or for MSDE CPD credits. Course work options include the following:

- **The MSDE approved reading course list from the MSDE Web site under the “Reading Courses” section:**
<http://www.marylandpublicschools.org/MSDE/divisions/certification/progapproval/>
- **The MSDE approved CPD reading courses offered through MCPS or other Maryland school systems (included on the reading course options lists below).**
- **The reading course options lists available on the MCPS Certification Unit Web site under the “Certification Information” section:**
<http://www.montgomeryschoolsmd.org/departments/personnel/certification/current/reading-coursework.aspx>

MSDE Reading Requirements

12 semester hours in the following content are required for early childhood education, elementary education, and special education teachers at those levels.
Processes and Acquisition of Reading-Explains the process of language development, including the impact of phonemic awareness, and how the brain responds to reading acquisition.
Instruction of Reading-Shows teachers how to use a balanced program of phonics, semantics, and syntactics in teaching reading.
Material for Teaching Reading-Exposes teachers to a variety of texts to be used in their classes and explains strategies for selecting and evaluation materials.
Assessment for Reading Instruction-Shows teachers how to use state, local, and classroom reading assessment data to make ongoing instructional modification.

6 semester hours in the following content are required for secondary education, N-12/K-12 education, and special education at those levels.
Methods of Teaching Reading in the Secondary Content Area, Part I-Outlines the essentials of the reading process. Introduces teachers to the purposes of reading; cognitive strategies in reading; methods of assessing student reading; methods of incorporation reading through student-centered instruction; and motivations for reading.
Methods of Teaching Reading in the Secondary Content, Part II-Expands on Part I, enables teachers to apply theories, strategies, and practices in daily classroom instruction.

Certificate Key - Ancillary Credit Section (additional course work requirements by MSDE):

Reading = Methods of Teaching Reading course completed
Special Education = Introduction to Special Education or Inclusion of Special Needs Student Population course completed.
Reading 1 through Reading 12 = The number of semester hours in reading currently on file at MSDE for the certificate holder.