

Department of Recruitment and Staffing  
Office of Human Resources  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
7361 Calhoun Place, Suite 401  
Rockville, Maryland 20855

2009-2010

**IMPORTANT**

MEMORANDUM

To: New Professional Staff

From: Sandra B. Sengstack, Certification Coordinator, 301-279-3111

Subject: Maryland State Department of Education (MSDE) Professional Certification Requirements and Montgomery County Public Schools (MCPS) Contingencies

Welcome to MCPS. The purpose of this memorandum is to inform you about state certification requirements and local contingencies. Professionals employed in Maryland public school systems are required to meet certification standards established by Code of Maryland Annotated Regulations. Local school systems may establish additional requirements, which is the case with our school system.

We will review your records to make determinations about your certification needs and send you your specific requirements via email. You must fulfill the requirements as indicated on Form 440-24 *Requirements and Contingencies for the Maryland State Department of Education (MSDE) and Montgomery County Public Schools (MCPS)*. Official verification of documents is needed for MSDE and MCPS. All requirements are based on the certificate validity dates and not on the date of employment.

The requirements for new employees, where applicable, are listed below.

- Official transcript from each college/university attended including degree conferral(s), where applicable, or for individual courses.
- Educational Testing Service (ETS) teacher tests: PRAXIS I AND II. (NTE core battery and specialty area test(s) are acceptable if taken and passed prior to 6/30/2000). A valid out-of-state regular certificate with comparable tests may exempt the Maryland tests. If you ever held a regular certificate in another state in the subject area of assignment and verify a minimum of 2 years experience in that area, the Maryland teacher tests will be waived. (Please note that a regular certificate is one where all requirements have been satisfied for full certification in that state.)
- Verification of teaching experience, if any
- For certain fields of certification, an introductory or mainstreaming special education course

- A multicultural human relations course
- Specific math and science content for teachers certified and teaching elementary/middle school, early childhood education, or early childhood and elementary level special education
- MSDE required reading content course work
- MSDE Application for Certificate should be completed online via the MSDE Website Educator portal ([www.mdcert.org](http://www.mdcert.org)). This is not necessary if you hold a valid Maryland State Board of Examiners License for Occupational Therapist, Physical Therapist, or Speech Pathologists or if you already hold a valid Maryland Certificate.
- Certification Fee – Currently, the fee is \$10 and is subject to change. An automatic fee deduction is mandatory for your initial certificate and all future renewals. The first fee will be taken from your paycheck sometime after you have received the Form 440-24, *Requirements and Contingencies for MSDE and MCPS* and you have submitted all the necessary documentation to obtain a certificate. A notification of this deduction will be shown on your pay stub. If you currently hold a valid Maryland certificate, the first fee will be deducted at the time of renewal.
- No Child Left Behind (NCLB) - Because of federal requirements, educators teaching core academic subjects (CAS) may have additional requirements. If needed for your specific area(s) of certification, this information will be indicated on Form 440-24, *Requirements and Contingencies for MSDE and MCPS*.



Now that you are an MCPS professional employee, all of your certificate needs will be handled through the MCPS Certification Unit. If you have questions or need further clarification after receiving the certification requirements and local contingencies, please feel free to contact our office in writing or through email.

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We are happy to be working with you in Montgomery County Public Schools.

SBS:nms