

STEP-BY-STEP PROCESS FOR NEW MCPS EDUCATORS

Welcome to Montgomery County Public Schools (MCPS). Congratulations on your new position! We look forward to working with you to ensure success for every student. **Please use this step-by-step process to download and complete all pertinent forms. This form is available on our website: <http://www.montgomeryschoolsmd.org/departments/personnel/certification/>. Return these forms to the appropriate locations via school pony mail or regular mail.**

<p>STEP 1. CERTIFICATION http://www.montgomeryschoolsmd.org/departments/personnel/certification/</p> <p>Please click on the following link to read <u>important</u> information in the memorandum regarding <i>Maryland State Department of Education (MSDE) Professional Certification Requirements and Montgomery County Public Schools (MCPS) Contingencies</i> addressed to all new professional staff: http://www.montgomeryschoolsmd.org/uploadedFiles/departments/personnel/certification/newhires/MEMONewProfessionalStaff2009-2010.pdf. If you have any questions concerning these forms, please contact Valerie Railey, staffing assistant, at 301-279-3743.</p>	<p>PONY ADDRESS:</p> <p>Office of Human Resources Attn: Valerie Railey Metro Park North, Suite 401</p>	<p>MAILING ADDRESS:</p> <p>MCPS, OHR Attn: Valerie Railey 7361 Calhoun Place, Suite 401 Rockville, MD 20855</p>
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- Maryland State Department of Education Application for Certificate:** If you currently hold a valid Maryland professional certificate or a Maryland State Board of Examiners License, you do not need to complete this form. If you do NOT hold a valid Maryland professional certificate, go to www.mdcert.org and click on “Login Here” to go to the Educator Information System (EIS) to create and complete your online application for certificate. **Please do not complete the online application until your effective date of permanent employment.** Once you’ve completed the online application, print out a copy and submit it to our office. MCPS will handle ALL of your certification needs, so please do not send documents or correspond directly with MSDE. If you have any questions, contact the MCPS certification unit. Go to <http://www.montgomeryschoolsmd.org/departments/personnel/certification/info/staff.aspx>
- Verification of Experience MCPS 460-29:** If you have previous education related experience (excluding MCPS experience), please send this form to your previous employer(s) for verification. Additional forms are available in the “Forms” section of the MCPS website.
- For Occupational Therapists, Physical Therapists, Speech Pathologists, School Psychologists and Guidance ONLY:** Go to: <http://www.montgomeryschoolsmd.org/uploadedFiles/departments/personnel/certification/SupplementalPayforNL.pdf> for information about the **supplement** for specialists who hold **national** certification. If you qualify, follow the instructions regarding how to apply.

STEP 2. IMPORTANT DOCUMENTS

Please access and read this information via the links provided below.

- ◆ School Calendar - <http://www.montgomeryschoolsmd.org/info/calendars/>
- ◆ Child Abuse, Neglect, and Mental Injury - <http://www.montgomeryschoolsmd.org/departments/policy/pdf/jhcea.pdf>
- ◆ Employee Assistance Program Brochure - <http://www.montgomeryschoolsmd.org/departments/eap/>
- ◆ MCPS Ethics Policy - <http://www.montgomeryschoolsmd.org/departments/policy/pdf/bbb.pdf>
- ◆ Regulation: User Responsibilities for Computer Systems and Network Security - <http://www.montgomeryschoolsmd.org/departments/policy/pdf/igtra.pdf>
- ◆ Sexual Harassment Policy - <http://www.montgomeryschoolsmd.org/info/sexualharassment/>
- ◆ Your Rights Under the Family and Medical Leave Act of 1993 – Choose the applicable contract from <http://www.montgomeryschoolsmd.org/departments/associationrelations/>

<p>STEP 3. MONTGOMERY COUNTY EDUCATION ASSOCIATION (MCEA) http://www.mcea.nea.org/</p>	<p>PONY ADDRESS:</p> <p>MCEA – CESC</p>	<p>MAILING ADDRESS:</p> <p>MCEA 12 Taft Court Rockville, MD 20850</p>
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Please contact MCEA (301-294-MCEA) for the **Sick Leave Bank Enrollment Form** and **Membership Authorization Form** or **MCEA Representation Fee Enrollment Form**. Upon receipt, complete and return the forms to MCEA.

IMPORTANT REMINDERS

If you have not already done so, please submit all requested and/or required original, official documentation to the Certification Unit as quickly as possible so that our records will be complete and accurate.

Thanks and HAVE A GREAT YEAR WITH MCPS!