

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

**MCPS TEACH APPLICATION OVERVIEW**

- MCPS will provide **explicit** instructions on the various TEACH applications required for us to process your Maryland certificate issuance, renewal, reinstatement, and changes.
- As TEACH was created for ALL Maryland educators, including non-school system educators, please use those instructions to guide you through the TEACH portal since you already have education information, employment information and official documents in your State records.
- **Please do not complete applications in TEACH, unless you have been directed to do so by a MCPS Certification Unit staff member.**

**Online Services available in MSDE TEACH:**

- ✓ **Renew or Advance my Unexpired License** – Use the instructions provided and complete this only when MCPS has informed you that you are eligible for the renewal or to advance your Maryland Educator Certificate.
- ✓ **Reinstate and/or Advance my Expired License** - Use the instructions provided and complete this only when MCPS has informed you that you are eligible for the renewal or to advance your expired Maryland Educator Certificate.
- ✓ **Add an endorsement to an active license** – Use the instructions provided when MCPS has confirmed your eligibility for the new endorsement/certification area.
- ✓ **Remove an endorsement from my active license** – Use the instructions provided when MCPS has confirmed that you can remove an endorsement. The certification area/endorsement that enabled the educator to obtain MD certification cannot be removed.
- ✓ **Request a Name Change** – Educators will need to complete this request via TEACH along with proof of name change documentation. This is in addition to notifying MCPS of any name change.
- ✓ **Request verification of my license for another state department of education** – This request will be completed by MSDE. Contact the MCPS Certification Unit if you have any questions about your MD certification.
- ✓ **Update the degree showing on my license** – Do not use this application. MCPS does this automatically when the official transcripts are received by the MCPS Certification Unit.
- ✓ **Request verification of my test scores for another state department of education** – This request will be completed by MSDE.