



# **UNDERSTANDING YOUR FORM 440-24A**

**Requirements and Contingencies for  
Current (or Expired) Certificate Holders**

## WHAT IS THE FORM 440-24A?

- The FORM 440-24A, Requirements and Contingencies for the Maryland State Department of Education (MSDE) and Montgomery County Public Schools (MCPS), includes information regarding your initial Maryland certification requirements and local MCPS contingencies.
- MSDE certification requirements are not the same as MCPS local requirements. You are responsible for both.



# WHAT IS THE FORM 440-24A?

The FORM 440-24A is for educators who:

- Currently hold a valid Maryland professional certificate, standard or advanced
- Currently hold a valid Professional Eligibility Certificate (PEC)
- Have previously held a Maryland professional certificate



## “To Do:”

- Keep a copy of your FORM 440-24A (and the original email it came with) for your personal certification folder for future reference. Options include keeping a hard copy, saving a copy to your computer, or saving a copy to a digital saving device (memory stick, CD, etc.).



# SAMPLE FORM 440-24A

## EMPLOYEE INFORMATION SECTION

**CURRENT (OR EXPIRED) MD CERTIFICATE HOLDER**  
 Requirements and Contingencies for the  
 Maryland State Department of Education (MSDE) and  
 Montgomery County Public Schools (MCPS)  
 Office of Human Resources and Development  
 MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland

MCPS Form 440-24A  
 September 2011

**INSTRUCTIONS:** PLEASE READ THIS FORMATTED INFORMATION that has been completed by the Certification Unit to inform you of your requirements and contingencies. MSDE certification requirements are not the same as MCPS contingencies. Information about both is included on the MCPS website under "Certification." It is your responsibility to meet all requirements and contingencies within the dates indicated on this form and on the certificate. Your compliance with these requirements will ensure that loss of salary or termination does not occur.



Employee Name Susan Sample Employee # 12345 Date 8 / 27 / 12  
 Assignment/Location Richard Montgomery High School

Please submit the following official transcripts to the Certification Unit **within 30 days** of this dated form to avoid a salary penalty or termination of permanent employment.  
Towson University University of San Diego

**MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK**  
**Reading Requirements:** MSDE requires 12 shrs. in reading content for early childhood, elementary education, and special education at those levels. MSDE requires 6 shrs. in reading content for secondary education, pre-K-12 education, and secondary special education teachers. See specific required courses below.  
 You have met or are exempt (while an MCPS contracted educator) from this requirement.  
 You have completed 9 of the 12 shrs. of credit needed in reading content for your field of certification. You still need: 3 shrs. in reading by 7 / 1 / 17  
       shrs. in reading by the subsequent certificate(s) (SPC1, SPC2, or APC)—See renewal requirements

Elementary/ECE Level Reading Courses Needed		Secondary/PK-12 Level Reading Courses Needed	
<input type="checkbox"/> Materials	<input checked="" type="checkbox"/> Acquisition	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.			
Elementary/ECE Level Reading Courses Completed		Secondary/PK-12 Level Reading Courses Completed	
Materials: <u>RD 459 (3)</u>	Assessment: <u>RD 324 (3)</u>	Part I: _____	Part II: _____
Acquisition: _____	Methods: <u>EDRD 874 (3)</u>		

You hold or will receive the following certificate:	Area(s) of Certification	Highly Qualified (HQ)
<input type="checkbox"/> Conditional Degree Certificate (CDC)	Generic Special Education Grds. Infant-3/1-6/6-Adult	N/A
<input type="checkbox"/> Conditional Non-Degree Certificate (CNDG)	History Grades 7-12	Yes
<input type="checkbox"/> Resident Teacher Certificate (RTC)	English Grades 7-12	Yes
<input type="checkbox"/> Standard Professional 1 Certificate (SPC1)	Elementary Education Grades 1-6	Yes
<input type="checkbox"/> Standard Professional 2 Certificate (SPC2)		
<input type="checkbox"/> Extended Standard Professional Certificate (EXSPC)		
<input checked="" type="checkbox"/> Advanced Professional Certificate (APC)		
Validity Dates <u>7/1/2012-6/30/2017</u>	Ancillary Credits (Additional MSDE course work requirements you have completed)	
Initial Salary Lane/Step <u>Master's + 30/7</u>	Reading 9	
	Special Education	

For Certification Unit Use Only: Contract Type:  Provisional  Regular

DISTRIBUTION: COPY 1/Employee; COPY 2/Certification; Copy 3/Principal



# EMPLOYEE INFORMATION SECTION

The form contains the following fields and values:

Employee Name	Susan Sample	Employee #	12345	Date	8 / 27 / 12
Assignment/Location	Richard Montgomery High School				

Callout 1 points to the Employee Name field. Callout 2 points to the Assignment/Location field. Callout 3 points to the Employee # field. Callout 4 points to the Date field.

- 1:** This is your name as indicated in the MCPS human resource information system (HRIS). If your name is incorrect, please submit *MCPS Form 445-1, Change in Personal Information*, to the Employee & Retiree Service Center (ERSC).
- 2:** This is your assignment/location .
- 3:** This is your MCPS Employee Identification number.
- 4:** This is the date that your FORM 440-24 was prepared and sent to you.

# SAMPLE FORM 440-24A

## OFFICIAL DOCUMENTS SECTION

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Susan Sample  
 13345  
 Date: 8 / 27 / 12

Assignment/Location: Richard Montgomery High School

We have all official documentation on file.  
 Please submit the following official transcripts to the Certification Unit **within 30 days** of this dated form to avoid a salary penalty or termination of permanent employment.  
Towson University      University of San Diego



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 You have completed 9 of the 12 shrs. of credit needed in reading content for your field of certification. You still need: 3 shrs. in reading by 7 / 1 / 17  
       shrs. in reading by the subsequent certificate(s) (SPC1, SPC2, or APC)—See renewal requirements

Elementary/ECE Level Reading Courses Needed	Secondary/PK-12 Level Reading Courses Needed
<input type="checkbox"/> Materials <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Assessment <input type="checkbox"/> Methods	<input type="checkbox"/> Part I <input type="checkbox"/> Part II

In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.

Elementary/ECE Level Reading Courses Completed	Secondary/PK-12 Level Reading Courses Completed
Materials: <u>RD 459 (3)</u> Assessment: <u>RD 324 (3)</u>	Part I: _____
Acquisition: _____      Methods: <u>EDRD 874 (3)</u>	Part II: _____

You hold or will receive the following certificate:	Area(s) of Certification	Highly Qualified (HQ)
<input type="checkbox"/> Conditional Degree Certificate (CDC)	Generic Special Education Grds. Infant-3/1-6/6-Adult	N/A
<input type="checkbox"/> Conditional Non-Degree Certificate (CNDG)	History Grades 7-12	Yes
<input type="checkbox"/> Resident Teacher Certificate (RTC)	English Grades 7-12	Yes
<input type="checkbox"/> Standard Professional 1 Certificate (SPC1)	Elementary Education Grades 1-6	Yes
<input type="checkbox"/> Standard Professional 2 Certificate (SPC2)		
<input type="checkbox"/> Extended Standard Professional Certificate (EXSPC)		
<input checked="" type="checkbox"/> Advanced Professional Certificate (APC)		
Validity Dates: <u>7/1/2012-6/30/2017</u>	Ancillary Credits (Additional MSDE course work requirements you have completed)	
Initial Salary Lane/Step: <u>Master's + 30/7</u>	<u>Reading 9</u>	
	<u>Special Education</u>	

For Certification Unit Use Only: Contract Type:  Provisional  Regular

DISTRIBUTION: COPY 1/Employee; COPY 2/Certification; Copy 3/Principal



# OFFICIAL DOCUMENTS SECTION

**1**

We have all official documentation on file.

Please submit the following official transcripts to the Certification Unit **within 30 days** of this dated form to avoid a salary penalty or termination of permanent employment.

Towson University University of San Diego

**2**

**3**

Please submit a copy of your \_\_\_\_\_ certificate/license \_\_\_\_\_

**1:** If this box is checked, then all official documents (i.e., official transcripts, verification of experience, etc.) are on file to request your initial Maryland certificate.

**2:** If this box is checked, then there are still outstanding documents that must be turned in to our office for the purpose of requesting your initial certification or to verify salary lane placement.

**3:** If this box is checked, then we need a copy of your out-of-state teaching certificate/license.

# SAMPLE FORM 440-24A

## MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK SECTION

**CURRENT (OR EXPIRED) MD CERTIFICATE HOLDER**  
 Requirements and Contingencies for the  
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Employee Name Susan Sample Employee # 12345 Date 8 / 27 / 12  
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 We have all official documentation on file.  
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You have met or are exempt (while an MCPS contracted educator) from this requirement.  
 You have completed 9 of the 12 shrs. of credit needed in reading content for your field of certification. You still need:  
3 shrs. in reading by 7 / 1 / 17  
       shrs. in reading by the subsequent certificate(s) (SPC1, SPC2, or APC)—See renewal requirements

Elementary/ECE Level Reading Courses Needed	Secondary/PK-12 Level Reading Courses Needed
<input type="checkbox"/> Materials <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Assessment <input type="checkbox"/> Methods	<input type="checkbox"/> Part I <input type="checkbox"/> Part II

In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.

Elementary/ECE Level Reading Courses Completed	Secondary/PK-12 Level Reading Courses Completed
Materials: <u>RD 459 (3)</u>	Part I: _____
Assessment: <u>RD 334 (3)</u>	Part II: _____
Acquisition: _____	Method: <u>EDRD 574 (3)</u>



You hold or will receive the following certificate:	Area(s) of Certification	Highly Qualified (HQ)
<input type="checkbox"/> Conditional Degree Certificate (CDC)	Generic Special Education Grds. Infants-3/1-8/6-Adult	N/A
<input type="checkbox"/> Conditional Non-Degree Certificate (CNDG)	History Grades 7-12	Yes
<input type="checkbox"/> Resident Teacher Certificate (RTC)	English Grades 7-12	Yes
<input type="checkbox"/> Standard Professional 1 Certificate (SPC1)	Elementary Education Grades 1-6	Yes
<input type="checkbox"/> Standard Professional 2 Certificate (SPC2)		
<input type="checkbox"/> Extended Standard Professional Certificate (EXSPC)		
<input checked="" type="checkbox"/> Advanced Professional Certificate (APC)		
Validity Dates: <u>7/1/2012-6/30/2017</u>	<b>Ancillary Credits (Additional MSDE course work requirements you have completed)</b>	
Initial Salary Lane/Step: <u>Master's + 30/7</u>	Reading 9	
	Special Education	

**For Certification Unit Use Only:** Contract Type:  Provisional  Regular

DISTRIBUTION: COPY 1/Employee; COPY 2/Certification; Copy 3/Principal



# MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK SECTION

1

**Reading Requirements:** MSDE requires 12 shrs. in reading content for early childhood, elementary education, and special education at those levels. MSDE requires 6 shrs. in reading content for secondary education, pre-K-12 education, and secondary special education teachers. *See specific required courses below.*

You have met or are exempt (while an MCPS contracted educator) from this requirement.

You have completed 9 of the 12 shrs. of credit needed in reading content for your field of certification. **You still need:**

3 shrs. in reading by 7 / 1 / 17

       shrs. in reading by the **subsequent** certificate(s) (SPC1, SPC2, or APC)—See renewal requirements

2

Elementary/ECE Level Reading Courses Needed		Secondary/PK-12 Level Reading Courses Needed	
<input type="checkbox"/> Materials	<input checked="" type="checkbox"/> Acquisition	<input type="checkbox"/> Assessment	<input type="checkbox"/> Methods
<input type="checkbox"/> Part I		<input type="checkbox"/> Part II	
In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.			
Elementary/ECE Level Reading Courses Completed		Secondary/PK-12 Level Reading Courses Completed	
Materials: <u>RD 459 (3)</u>	Assessment: <u>RD 324 (3)</u>	Part I: _____	Part II: _____
Acquisition: _____	Methods: <u>EDRD 874 (3)</u>	Part I: _____	Part II: _____
<input type="checkbox"/> <b>See Contractual Requirements for your reading needs.</b>			

1: If this box is checked , you have met (or are exempt from) the MSDE reading requirements.

2: If this box is checked , you still need reading content coursework to meet the MSDE requirement for your area(s) of certification.



# MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK SECTION CONT.

**MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK**

**Reading Requirements:** MSDE requires 12 shrs. in reading content for early childhood, elementary education, and special education at those levels. MSDE requires 6 shrs. in reading content for secondary education, pre-K-12 education, and secondary special education teachers. *See specific required courses below.*

**1** I have met or are exempt (while an MCPS contracted educator) from this requirement.

I have completed 9 of the 12 shrs. of credit needed in reading content for your field of certification. **You still need:**  
3 shrs. in reading by 7 / 1 / 17  
 \_\_\_\_\_ shrs. in reading by the **subsequent** certificate(s) (SPC1, SPC2, or APC)—See renewal requirements

Elementary/ECE Level Reading Courses Needed		Secondary/PK-12 Level Reading Courses Needed	
<input type="checkbox"/> Materials	<input checked="" type="checkbox"/> Acquisition	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.			
Elementary/ECE Level Reading Courses Completed		Secondary/PK-12 Level Reading Courses Completed	
Materials: <u>RD 459 (3)</u>	Assessment: <u>RD 324 (3)</u>	Part I: _____	
Acquisition: _____	Methods: <u>EDRD 874 (3)</u>	Part II: _____	
<input type="checkbox"/> <b>See Contractual Requirements for your reading needs.</b>			

**1:** This line indicates how many semester hours in reading you need by the date indicated.

**2:** The boxes checked indicate the type of reading content coursework you are required to complete.



# MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK SECTION CONT.

MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK		
<p><b>Reading Requirements:</b> MSDE requires 12 shrs. in reading content for early childhood, elementary education, and special education at those levels. MSDE requires 6 shrs. in reading content for secondary education, pre-K-12 education, and secondary special education teachers. <i>See specific required courses below.</i></p> <p><input type="checkbox"/> You have met or are exempt (while an MCPS contracted educator) from this requirement.</p> <p><input checked="" type="checkbox"/> You have completed <u>9</u> of the <u>12</u> shrs. of credit needed in reading content for your field of certification. <b>You still need:</b>  <u>3</u> shrs. in reading by <u>7</u> / <u>1</u> / <u>17</u>            _____ shrs. in reading by the <b>subsequent</b> certificate(s) (SPC1, SPC2, or APC)—See renewal requirements</p>		
Elementary/ECE Level Reading Courses Needed		Secondary/PK-12 Level Reading Courses Needed
<input type="checkbox"/> Materials <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Assessment <input type="checkbox"/> Methods		<input type="checkbox"/> Part I <input type="checkbox"/> Part II
In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.		
Elementary/ECE Level Reading Courses Completed		Secondary/PK-12 Level Reading Courses Completed
Materials: <u>RD 459 (3)</u>	Assessment: <u>RD 324 (3)</u>	Part I: _____
Acquisition: _____	Methods: <u>EDRD 874 (3)</u>	Part II: _____

1

1: This section indicates the courses that were already used toward these requirements (if you have already met the requirements then, this section will not be filled out).



# SAMPLE FORM 440-24A

## MARYLAND CERTIFICATE, SALARY, & HQ SECTION

**CURRENT (OR EXPIRED) MD CERTIFICATE HOLDER**  
 Requirements and Contingencies for the  
 Maryland State Department of Education (MSDE) and  
 Montgomery County Public Schools (MCPS)  
**MCPS Form 440-24A**  
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Employee Name Susan Sample Employee # 12345 Date 8 / 27 / 12  
 Assignment/Location Richard Montgomery High School  
 We have all official documentation on file.  
 Please submit the following official transcripts to the Certification Unit **within 30 days** of this dated form to avoid a salary penalty or termination of permanent employment.  
Towson University University of San Diego

**MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK**  
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 You have completed 9 of the 12 shrs. of credit needed in reading content for your field of certification. You still need: 3 shrs. in reading by 7 / 1 / 17  
\_\_\_\_\_ shrs. in reading by the subsequent certificate(s) (SPC1, SPC2, or APC)—See renewal requirements

Elementary/ECE Level Reading Courses Needed	Secondary/PK-12 Level Reading Courses Needed
<input type="checkbox"/> Materials <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Assessment <input type="checkbox"/> Methods	<input type="checkbox"/> Part I <input type="checkbox"/> Part II

In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.

Elementary/ECE Level Reading Courses Completed	Secondary/PK-12 Level Reading Courses Completed
Materials: <u>RD 459 (3)</u> Assessment: <u>RD 324 (3)</u>	Part I: _____
Acquisition: _____ Methods: <u>EDRD 874 (3)</u>	Part II: _____



You hold or will receive the following certificate:	Area(s) of Certification	Highly Qualified (HQ)
<input type="checkbox"/> Conditional Degree Certificate (CDC)	Generic Special Education Grds. Infant-3/1-6/6-Adult	N/A
<input type="checkbox"/> Conditional Non-Degree Certificate (CNDG)	History Grades 7-12	Yes
<input type="checkbox"/> Resident Teacher Certificate (RTC)	English Grades 7-12	Yes
<input type="checkbox"/> Standard Professional 1 Certificate (SPC1)	Elementary Education Grades 1-6	Yes
<input type="checkbox"/> Standard Professional 2 Certificate (SPC2)		
<input type="checkbox"/> Extended Standard Professional Certificate (EXSPC)		
<input checked="" type="checkbox"/> Advanced Professional Certificate (APC)		
Validity Dates <u>7/1/2012-6/30/2017</u>	Ancillary Credits (Additional MSDE course work requirements you have completed)	
Initial Salary Lane/Step <u>Master's + 30/7</u>	Reading <u>9</u>	
	Special Education	

For Certification Unit Use Only: Contract Type:  Provisional  Regular

DISTRIBUTION: COPY 1/Employee; COPY 2/Certification; Copy 3/Principal



# MARYLAND CERTIFICATE & SALARY SUBSECTION

You hold or will receive the following certificate:	
<input type="checkbox"/>	Conditional Degree Certificate (CDC)
<input type="checkbox"/>	Conditional Non-Degree Certificate (CNDC)
<input type="checkbox"/>	Resident Teacher Certificate (RTC)
<input type="checkbox"/>	Standard Professional 1 Certificate (SPC1)
<input type="checkbox"/>	Standard Professional 2 Certificate (SPC2)
<input type="checkbox"/>	Extended Standard Professional Certificate (EXSPC)
<input checked="" type="checkbox"/>	Advanced Professional Certificate (APC)
Validity Dates	7/1/2012-6/30/2017
Initial Salary Lane/Step	Master's + 30/7

**1:** The box that is checked indicates the type of Maryland certificate you currently hold or will download from the MSDE Educator Information System (EIS) portal.

**2:** The dates indicated are the start and expiration dates of your certificate.

**3:** This refers to the salary lane and step at which you were employed.

# MARYLAND ENDORSEMENT AREA, HQ, & ANCILLARY CREDITS SUBSECTION

Area(s) of Certification	Highly Qualified (HQ)
Generic Special Education Grds. Infant-3/1-8/6-Adult	N/A
History Grades 7-12	Yes
English Grades 7-12	Yes
Elementary Education Grades 1-6	Yes
<b>Ancillary Credits (Additional MSDE course work requirements you have completed)</b>	
Reading 9	
Special Education	

**1:** These are the endorsements (certification areas) for which you are eligible under current MSDE certification regulations.

**2:** This indicates the following based on the Federal No Child Left Behind (NCLB) mandate:

“**Yes**” – the certification area is a core academic subject (CAS) for which you are designated HQ; or the grade levels of the CAS for which you are designated HQ

“**No**” – the certification area is a CAS for which you are NOT designated HQ

“**N/A**” – the certification area is NOT a CAS and does not need the HQ designation.

*However, if you are certified in special education and are the teacher of record for a CAS, then you will need to meet the requirements to be designated HQ in the applicable subject(s).*

# MARYLAND ENDORSEMENT AREA, HQ, & ANCILLARY CREDITS SUBSECTION CONT.

Area(s) of Certification	Highly Qualified (HQ)
Generic Special Education Grds. Infant-3/1-8/6-Adult	N/A
History Grades 7-12	Yes
English Grades 7-12	Yes
Elementary Education Grades 1-6	Yes
<b>3 Ancillary Credits (Additional MSDE course work requirements you have completed)</b>	
Reading 9	
Special Education	

3

**3:** This indicates the number (semester hours) of MSDE reading credits you have completed and/or if you have completed a course in Introduction to Special Education or Mainstreaming.

This does NOT mean you are certified to teach either one of these fields.



# SAMPLE FORM 440-24A

## FOR CERTIFICATION USE ONLY SECTION

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Elementary/ECE Level Reading Courses Needed	Secondary/PK-12 Level Reading Courses Needed
<input type="checkbox"/> Materials <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Assessment <input type="checkbox"/> Methods	<input type="checkbox"/> Part I <input type="checkbox"/> Part II

In lieu of the elementary/ECE reading coursework, a passing score on the PRAXIS II 0201 (Reading Across the Curriculum) is acceptable.

Elementary/ECE Level Reading Courses Completed	Secondary/PK-12 Level Reading Courses Completed
Materials: <u>RD 459 (3)</u> Assessment: <u>RD 324 (3)</u>	Part I: _____
Acquisition: _____ Methods: <u>EDRD 574 (3)</u>	Part II: _____

You hold or will receive the following certificate:	Area(s) of Certification	Highly Qualified (HQ)
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<input type="checkbox"/> Conditional Non-Degree Certificate (CNDG)	History Grades 7-12	Yes
<input type="checkbox"/> Resident Teacher Certificate (RTC)	English Grades 7-12	Yes
<input type="checkbox"/> Standard Professional 1 Certificate (SPC1)	Elementary Education Grades 1-6	Yes
<input type="checkbox"/> Standard Professional 2 Certificate (SPC2)		
<input type="checkbox"/> Extended Standard Professional Certificate (EXSPC)		
<input checked="" type="checkbox"/> Advanced Professional Certificate (APC)		
Validity Dates <u>7/1/2012-6/30/2017</u>	Ancillary Credits (Additional MSDE course work requirements you have completed)	
Initial Salary Lane/Step <u>Mason's + 30/7</u>	Reading <u>9</u>	
	Special Education	



**For Certification Unit Use Only:** Contract Type:  Provisional  Regular



DISTRIBUTION: COPY 1/Employee; COPY 2/Certification; Copy 3/Protect

# FOR CERTIFICATION UNIT USE ONLY SECTION

**For Certification Unit Use Only:** Contract Type:  Provisional  Regular

As stated on the form, this section is for our use only; however, please note that all educators new to MCPS initially receive a “Provisional Contract for Conditional or Resident Teacher Certificate Holders.” Once we have received all the necessary documents, you will receive a regular contract.

You will continue to hold a provisional contract if we are missing the necessary items.



# SAMPLE FORM 440-24A (PAGE 2)

## MSDE CERTIFICATION REQUIREMENTS: SPECIAL EDUCATION COURSEWORK SECTION



Employee Name: Susan Sample Employee #: 12345 MCPS Form 440-24A

**MSDE CERTIFICATION REQUIREMENTS: SPECIAL EDUCATION COURSEWORK**

You have met or are exempt from this requirement.

Intro/Mainstreaming Special Education due by \_\_\_\_/\_\_\_\_/\_\_\_\_ (3 shrs., appropriate CPD course is SA-35)

**MSDE CERTIFICATION REQUIREMENTS: REINSTATEMENT**

You have completed \_\_\_\_ of the \_\_\_\_ shrs. of credit needed to reinstate your regular MD certificate. Only coursework completed for college credits from a regionally accredited college or university or for MSDE CPD credits are acceptable.

You must complete reading coursework as part of or in addition to the credits indicated above. Check the MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK for detailed information about your specific requirements.

**MCPS EMPLOYMENT CONTINGENCIES**

You have met or are exempt from completing a course in multicultural human relations.

Multicultural Human Relations due by \*9/1/17 (3 shrs., appropriate CPD course is HR-17 or HR-21)

Based on your current assignment, you have met or are exempt from the math/science requirements.

Math/Science content coursework due by \_\_\_\_/\_\_\_\_/\_\_\_\_. The MCPS Resolution requires specific courses depending on your area of certification.

\_\_\_\_ shrs. in \_\_\_\_\_

\_\_\_\_ shrs. in \_\_\_\_\_

\_\_\_\_ a course in \_\_\_\_\_ a course in \_\_\_\_\_

See MCPS certification website for information on testing options that also satisfy the math/science requirements.

**COMMENTS**

\*Upon receipt of your Towson University transcript, we will inform you of your local contingencies / or changes to your local contingencies.

If you are the teacher of record for a core academic subject(s), then you will need to meet the requirements for being designated highly qualified by 7/1/2012. Please see our web site for information about federal "No Child Left Behind" requirements.

You have 81 of the 90 credits needed for the M/MEQ+60 salary lane. Only graduate credits and MSDE approved CPDs, taken beyond the work day, count toward advanced salary placement. Because you are close to the next salary lane, please submit MCPS Form #75-1: Request for Advanced Salary Placement, when you are eligible. SALARY ADVANCEMENT IS NOT AUTOMATIC.



# MSDE CERTIFICATION REQUIREMENTS: SPECIAL EDUCATION COURSEWORK SECTION

1

## MSDE CERTIFICATION REQUIREMENTS: SPECIAL EDUCATION COURSEWORK

You have met or are exempt from this requirement.

Intro/Mainstreaming Special Education due by \_\_\_\_/\_\_\_\_/\_\_\_\_ (3 shrs., appropriate CPD course is SA-35)

2

**1:** If this box is checked, you have met or are exempt from meeting this MSDE Requirement. If you have met this requirement, then page one under the “Ancillary Credits” section will indicate “Special Education.”

**2:** If this box is checked you must complete this requirement by the date indicated.



# SAMPLE FORM 440-24A (PAGE 2)

## MSDE CERTIFICATION REQUIREMENTS: REINSTATEMENT SECTION



Employee Name Susan Sample Employee # 12345 MCPS Form 440-24A

**MSDE CERTIFICATION REQUIREMENTS: SPECIAL EDUCATION COURSEWORK**

You have met or are exempt from this requirement.

Intro/Mainstreaming Special Education due by \_\_\_/\_\_\_/\_\_\_ (3 shrs., appropriate CPD course is SA-35)

**MSDE CERTIFICATION REQUIREMENTS: REINSTATEMENT**

You have completed \_\_\_ of the \_\_\_ shrs. of credit needed to reinstate your regular MD certificate. Only coursework completed for college credits from a regionally accredited college or university or for MSDE CPD credits are acceptable.

You must complete reading coursework as part of or in addition to the credits indicated above. Check the MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK for detailed information about your specific requirements.

**MCPS EMPLOYMENT CONTINGENCIES**

You have met or are exempt from completing a course in multicultural human relations.

Multicultural Human Relations due by \*9/1/17 (3 shrs., appropriate CPD course is HR-17 or HR-21)

Based on your current assignment, you have met or are exempt from the math/science requirements.

Math/Science content coursework due by \_\_\_/\_\_\_/\_\_\_ The MCPS Resolution requires specific courses depending on your area of certification.

\_\_\_\_ shrs. in \_\_\_\_\_

\_\_\_\_ shrs. in \_\_\_\_\_

\_\_\_\_ a course in \_\_\_\_\_ a course in \_\_\_\_\_

See MCPS certification website for information on testing options that also satisfy the math/science requirements.

**COMMENTS**

\*Upon receipt of your Towson University transcript, we will inform you of your local contingencies / or changes to your local contingencies.

If you are the teacher of record for a core academic subject(s), then you will need to meet the requirements for being designated highly qualified by 7/1/2012. Please see our web site for information about federal "No Child Left Behind" requirements.

You have \$1 of the 90 credits needed for the M/MEQ+60 salary lane. Only graduate credits and MSDE approved CPDs, taken beyond the work day, count toward advanced salary placement. Because you are close to the next salary lane, please submit MCPS Form 475-1: Request for Advanced Salary Placement, when you are eligible. SALARY ADVANCEMENT IS NOT AUTOMATIC.



# MSDE CERTIFICATION REQUIREMENTS: REINSTATEMENT SECTION

1

## MSDE CERTIFICATION REQUIREMENTS: REINSTATEMENT

- You have completed \_\_\_\_\_ of the \_\_\_\_\_ shrs. of credit needed to reinstate your regular MD certificate. Only coursework completed for college credits from a regionally accredited college or university or for MSDE CPD credits are acceptable.
- You must complete reading coursework as part of or in addition to the credits indicated above. Check the MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK for detailed information about your specific requirements.

2

**1:** If this box is checked, you have outstanding coursework requirements in order to reinstate your expired standard or advanced certificate.

**2:** If this box is checked you have outstanding reading coursework requirements that must be completed as part of or in addition to the outstanding coursework requirements in order to reinstate your standard or advanced certificate.

**NOTE:** This section is only for those who currently have an **expired** MD certificate.

# SAMPLE FORM 440-24A (PAGE 2)

## MCPS EMPLOYMENT CONTINGENCIES SECTION

Employee Name Susan Sample Employee # 12345 MCPS Form 440-24A

### MSDE CERTIFICATION REQUIREMENTS: SPECIAL EDUCATION COURSEWORK

- You have met or are exempt from this requirement.
- Intro/Mainstreaming Special Education due by \_\_\_/\_\_\_/\_\_\_ (3 shrs., appropriate CPD course is SA-35)

### MSDE CERTIFICATION REQUIREMENTS: REINSTATEMENT

- You have completed \_\_\_ of the \_\_\_ shrs. of credit needed to reinstate your regular MD certificate. Only coursework completed for college credits from a regionally accredited college or university or for MSDE CPD credits are acceptable.
- You must complete reading coursework as part of or in addition to the credits indicated above. Check the MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK for detailed information about your specific requirements.

### MCPS EMPLOYMENT CONTINGENCIES

- You have met or are exempt from completing a course in multicultural human relations.
  - Multicultural Human Relations due by \*9/1/17 (3 shrs., appropriate CPD course is HR-17 or HR-21)
  - Based on your current assignment, you have met or are exempt from the math/science requirements.
  - Math/Science content coursework due by \_\_\_/\_\_\_/\_\_\_ The MCPS Resolution requires specific courses depending on your area of certification.  
\_\_\_\_ shrs. in \_\_\_\_\_  
\_\_\_\_ shrs. in \_\_\_\_\_  
\_\_\_\_ a course in \_\_\_\_\_ a course in \_\_\_\_\_
- See MCPS certification website for information on testing options that also satisfy the math/science requirements.

### COMMENTS

\*Upon receipt of your Towson University transcript, we will inform you of your local contingencies / or changes to your local contingencies.

If you are the teacher of record for a core academic subject(s), then you will need to meet the requirements for being designated highly qualified by 7/1/2012. Please see our web site for information about federal "No Child Left Behind" requirements.

You have 81 of the 90 credits needed for the M/MEQ+60 salary lane. Only graduate credits and MSDE approved CPDs, taken beyond the work day, count toward advanced salary placement. Because you are close to the next salary lane, please submit MCPS Form #75-1: Request for Advanced Salary Placement, when you are eligible. SALARY ADVANCEMENT IS NOT AUTOMATIC.



# MCPS EMPLOYMENT CONTINGENCIES: MULTICULTURAL HUMAN RELATIONS SUBSECTION

1

- You have met or are exempt from completing a course in multicultural human relations.
- Multicultural Human Relations due by \*9 / 1 / 17 (3 shrs., appropriate CPD course is HR-17 or HR-21)

2

**1:** If this box is checked, you have met or are exempt from meeting this MCPS Employment Contingency.

**2:** If this box is checked, you must complete this requirement by the date indicated.



# MCPS EMPLOYMENT CONTINGENCIES: MATH/SCIENCE COURSEWORK SUBSECTION

**1**

Based on your current assignment, you have met or are exempt from the math/science requirements.

Math/Science content coursework due by \_\_\_\_/\_\_\_\_/\_\_\_\_. The MCPS Resolution requires specific courses depending on your area of certification.

**2**

\_\_\_\_ shrs. in \_\_\_\_\_

\_\_\_\_ shrs. in \_\_\_\_\_

\_\_\_\_ a course in \_\_\_\_\_ a course in \_\_\_\_\_

**3**

See MCPS certification website for information on testing options that also satisfy the math/science requirements.

**1:** If this box is checked, you have met or are exempt from meeting this MCPS Employment Contingency.

**2:** If this box is checked, you must complete these requirement by the date indicated.

**3:** This section indicates the amount of semester hours and the courses that are required to fulfill these requirements.

# SAMPLE FORM 440-24A (PAGE 2)

## COMMENTS SECTION

Employee Name Susan Sample Employee # 12345 MCPS Form 440-24A

### MSDE CERTIFICATION REQUIREMENTS: SPECIAL EDUCATION COURSEWORK

- You have met or are exempt from this requirement.  
 Intro/Mainstreaming Special Education due by \_\_\_/\_\_\_/\_\_\_ (3 shrs., appropriate CPD course is SA-35)

### MSDE CERTIFICATION REQUIREMENTS: REINSTATEMENT

- You have completed \_\_\_ of the \_\_\_ shrs. of credit needed to reinstate your regular MD certificate. Only coursework completed for college credits from a regionally accredited college or university or for MSDE CPD credits are acceptable.  
 You must complete reading coursework as part of or in addition to the credits indicated above. Check the MSDE CERTIFICATION REQUIREMENTS: READING COURSEWORK for detailed information about your specific requirements.

### MCPS EMPLOYMENT CONTINGENCIES

- You have met or are exempt from completing a course in multicultural human relations.  
 Multicultural Human Relations due by \*9/1/17 (3 shrs., appropriate CPD course is HR-17 or HR-21)

- Based on your current assignment, you have met or are exempt from the math/science requirements.  
 Math/Science content coursework due by \_\_\_/\_\_\_/\_\_\_ The MCPS Resolution requires specific courses depending on your area of certification.  
\_\_\_\_ shrs. in \_\_\_\_\_  
\_\_\_\_ shrs. in \_\_\_\_\_  
\_\_\_\_ a course in \_\_\_\_\_ a course in \_\_\_\_\_

See MCPS certification website for information on testing options that also satisfy the math/science requirements.

### COMMENTS

\*Upon receipt of your Towson University transcript, we will inform you of your local contingencies / or changes to your local contingencies.

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You have 81 of the 90 credits needed for the M/MEQ+60 salary lane. Only graduate credits and MSDE approved CPDs, taken beyond the work day, count toward advanced salary placement. Because you are close to the next salary lane, please submit MCPS Form #75-1: Request for Advanced Salary Placement, when you are eligible. SALARY ADVANCEMENT IS NOT AUTOMATIC.



# COMMENTS SECTION

## COMMENTS

\*Upon receipt of your Towson University transcript, we will inform you of your local contingencies / or changes to your local contingencies.

If you are the teacher of record for a core academic subject(s), then you will need to meet the requirements for being designated highly qualified by 7/1/2012. Please see our web site for information about federal "No Child Left Behind" requirements.

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This area is very important! If there is anything indicated in this section, please read the entire section very carefully.

If you have any questions about any item in this section, please email the person from the Certification Unit indicated in the Outlook email you received with your FORM 440-24A.

If nothing appears in this section, then you may disregard it.



## WHAT'S NEXT?

- Your FORM 440-2A came with a detailed email message outlining what is next in the certification process. Please read that email to ensure that you fully understand your individual requirements and the certification process.
- Should you have any questions about your certification and/or requirements, address your questions to the person named in the body of the email or call 301-279-3112 for an Assistant to help you.



## IMPORTANT INFORMATION

- Certification Unit Mailing Address:

45 West Gude Drive, Suite 2300  
Rockville, MD 20850-1159

- Certification PONY Mail Address:

Attention: Certification Unit  
45 W. Gude Dr. #2300

- Certification Phone & FAX:

301-279-3112 (p)  
301-279-3813 (f)

