



UNDERSTANDING YOUR FORM 440-24B

**Requirements and Contingencies for
MSBE License Holders**

WHAT IS THE FORM 440-24B?

- The FORM 440-24B, Requirements and Contingencies for the Maryland State Department of Education (MSDE) and Montgomery County Public Schools (MCPS), includes information regarding your Maryland State Board of Examiners (MSBE) License and local MCPS contingencies.



WHAT IS THE FORM 440-24B?

The FORM 440-24B is for educators who:

- Currently hold a Maryland State Board of Examiners (MSBE) license in speech pathology, occupational therapy, or physical therapy.



“To Do:”

- Keep a copy of your FORM 440-24B (and the original email it came with) for your personal certification/license 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 440-24B

EMPLOYEE INFORMATION SECTION

MARYLAND STATE BOARD OF EXAMINERS (MSBE) LICENSE 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 440-24B
September 2011

INSTRUCTIONS: PLEASE READ THIS FORMATTED INFORMATION that has been completed by the Certification Unit to inform you of your requirements and contingencies. It is your responsibility to meet all requirements and contingencies within the dates indicated on this form. 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 Department of Special Education Speech & Language Services

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

Please submit a copy of your valid Maryland State Board of Examiners license.

MCPS EMPLOYMENT CONTINGENCIES

You have completed coursework applicable toward the multicultural human relations requirement or are exempt from meeting this requirement.

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

COMMENTS

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

Please remember to submit a copy of your National license at every renewal. Your current license expires 12/31/2012. Please note that it is your responsibility to submit the appropriate documentation each time your license is renewed. This ensures that your stipend continues without interruption.

You hold the following MSBE License in Speech Pathology OT PT Valid Through 5 / 31 / 14

IMPORTANT: PLEASE SUBMIT A COPY OF YOUR LICENSE TO THE CERTIFICATION UNIT AT EACH RENEWAL

Initial Salary Lane/Step Master's + 60/5

DISTRIBUTION VIA E-MAIL: COPY 1/Employee; COPY 2/Certification Unit; COPY 3/Principal




EMPLOYEE INFORMATION SECTION

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

- 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 440-24B

OFFICIAL DOCUMENTS SECTION

	MARYLAND STATE BOARD OF EXAMINERS (MSBE) LICENSE 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 440-24B September 2011
INSTRUCTIONS: PLEASE READ THIS FORMATTED INFORMATION that has been completed by the Certification Unit to inform you of your requirements and contingencies. It is your responsibility to meet all requirements and contingencies within the dates indicated on this form. Your compliance with these requirements will ensure that loss of salary or termination does not occur.		
Employee Name <u>Susan Sample</u> Employee # <u>12345</u> Date <u>8 / 27 / 12</u> <small>Department of Special Education Speech & Language Services</small>		
<input type="checkbox"/> We have all official documentation on file. <input checked="" type="checkbox"/> 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. <u>Towson University</u> _____ _____ <input checked="" type="checkbox"/> Please submit a copy of your valid Maryland State Board of Examiners license.		
MCPS EMPLOYMENT CONTINGENCIES		
<input type="checkbox"/> You have completed coursework applicable toward the multicultural human relations requirement or are exempt from meeting this requirement. <input checked="" type="checkbox"/> Multicultural Human Relations due by <u>*9 / 1 / 17</u> (3 shrs., appropriate CPD course is HR-17 or HR-21)		
COMMENTS *Upon receipt of your Towson University transcript, we will inform you of changes to your local contingencies. Please remember to submit a copy of your National license at every renewal. Your current license expires 12/31/2012. Please note that it is your responsibility to submit the appropriate documentation each time your license is renewed. This ensures that your stipend continues without interruption.		
You hold the following MSBE License in <input checked="" type="checkbox"/> Speech Pathology <input type="checkbox"/> OT <input type="checkbox"/> PT Valid Through <u>5 / 31 / 14</u> IMPORTANT: PLEASE SUBMIT A COPY OF YOUR LICENSE TO THE CERTIFICATION UNIT AT EACH RENEWAL Initial Salary Lane/Step <u>Master's + 60/5</u>		

DISTRIBUTION VIA E-MAIL: COPY 1/Employee; COPY 2/Certification Unit; 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.

2 Towson University

3

Please submit a copy of your valid Maryland State Board of Examiners license.

1: If this box is checked, then all official documents (i.e., official transcripts, verification of experience, etc.) are on file to support your employment.


2: If this box is checked, then there are still outstanding documents that must be turned in to our office to support your employment or to verify salary lane placement.

3: If this box is checked, then we need a copy of your valid MSBE license.



SAMPLE FORM 440-24B

MCPS EMPLOYMENT CONTINGENCIES SECTION

	MARYLAND STATE BOARD OF EXAMINERS (MSBE) LICENSE 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 440-24B September 2011
INSTRUCTIONS: PLEASE READ THIS FORMATTED INFORMATION that has been completed by the Certification Unit to inform you of your requirements and contingencies. It is your responsibility to meet all requirements and contingencies within the dates indicated on this form. Your compliance with these requirements will ensure that loss of salary or termination does not occur.		
Employee Name <u>Susan Sample</u> Employee # <u>12345</u> Date <u>8 / 27 / 12</u> Assignment/Location <u>Department of Special Education Speech & Language Services</u>		
<input type="checkbox"/> We have all official documentation on file. <input checked="" type="checkbox"/> 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. <u>Towson University</u>		
<input checked="" type="checkbox"/> Please submit a copy of your valid Maryland State Board of Examiners license.		
MCPS EMPLOYMENT CONTINGENCIES		
<input type="checkbox"/> You have completed coursework applicable toward the multicultural human relations requirement or are exempt from meeting this requirement. <input checked="" type="checkbox"/> Multicultural Human Relations due by <u>*9 / 1 / 17</u> (3 hrs., appropriate CPD course is HR-17 or HR-21)		
COMMENTS *Upon receipt of your Towson University transcript, we will inform you of changes to your local contingencies. Please remember to submit a copy of your National license at every renewal. Your current license expires 12/31/2012. Please note that it is your responsibility to submit the appropriate documentation each time your license is renewed. This ensures that your stipend continues without interruption.		
You hold the following MSBE License in <input checked="" type="checkbox"/> Speech Pathology <input type="checkbox"/> OT <input type="checkbox"/> PT Valid Through <u>5 / 31 / 14</u>		
IMPORTANT: PLEASE SUBMIT A COPY OF YOUR LICENSE TO THE CERTIFICATION UNIT AT EACH RENEWAL Initial Salary Lane/Step <u>Master's + 60/3</u>		

DISTRIBUTION VIA E-MAIL: COPY 1/Employee; COPY 2/Certification Unit; COPY 3/Principal



MCPS EMPLOYMENT CONTINGENCIES: MULTICULTURAL HUMAN RELATIONS SECTION

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.



SAMPLE FORM 440-24B

COMMENTS SECTION

 **MARYLAND STATE BOARD OF EXAMINERS (MSBE) LICENSE HOLDER**
Requirements and Contingencies for the
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Office of Human Resources and Development **September 2011**
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland

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Employee Name Susan Sample Employee # 12345 Date 8 / 27 / 12
Assignment/Location Department of Special Education Speech & Language Services
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Towson University

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MCPS EMPLOYMENT CONTINGENCIES
 You have completed coursework applicable toward the multicultural human relations requirement or are exempt from meeting this requirement.
 Multicultural Human Relations due by 09 / 1 / 17 (3 hrs., appropriate CPD course is HR-17 or HR-21)

COMMENTS
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IMPORTANT: PLEASE SUBMIT A COPY OF YOUR LICENSE TO THE CERTIFICATION UNIT AT EACH RENEWAL
Initial Salary Lane/Step Master's + 603

DISTRIBUTION VIA E-MAIL: COPY 1/Employee; COPY 2/Certification Unit; COPY 3/Principal



COMMENTS SECTION

COMMENTS

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

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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 440-24B.

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



SAMPLE FORM 440-24B

MSBE LICENSE & SALARY SECTION

 **MARYLAND STATE BOARD OF EXAMINERS (MSBE) LICENSE HOLDER**
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Assignment/Location Department of Special Education Speech & Language Services

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Initial Salary Lane/Step Master's + 60/5

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MSBE LICENSE & SALARY SECTION

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Initial Salary Lane/Step Master's + 60/5

3

DISTRIBUTION VIA E-MAIL: COPY 1/Employee; COPY 2/Certification Unit; COPY 3/Principal

- 1: The box that is checked indicates the type of MSBE license you current hold.
- 2: The date indicated is expiration date of your MSBE license.
- 3: This refers to the salary lane and step at which you were employed.



WHAT'S NEXT?

- Your FORM 440-24B 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

- Certification PONY Mail Address:

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

- Certification Phone & FAX:

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

