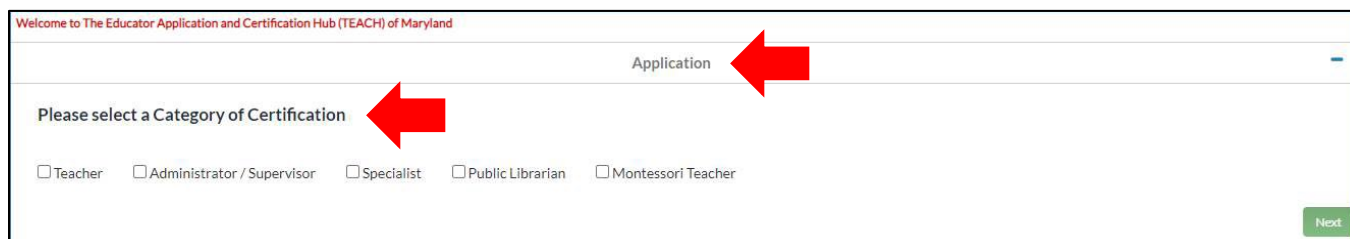


MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

New Maryland educators who have ***never*** held a Maryland Educator License and are employed by MCPS in a position requiring Maryland licensure ***MUST*** complete an **initial application** – this is a Maryland State Department of Education (MSDE) requirement.

Follow the step-by-step instructions in this guide to navigate successfully through the application.

- 1) **Log into the TEACH system at <https://certificationhub.msde.maryland.gov> (You will need to register on TEACH before you can log into the system.)**
- 2) To begin the **initial application**, select a **Category of Certification**, and then click **Next**. For example, select “Teacher” if you have been hired in that role.



Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

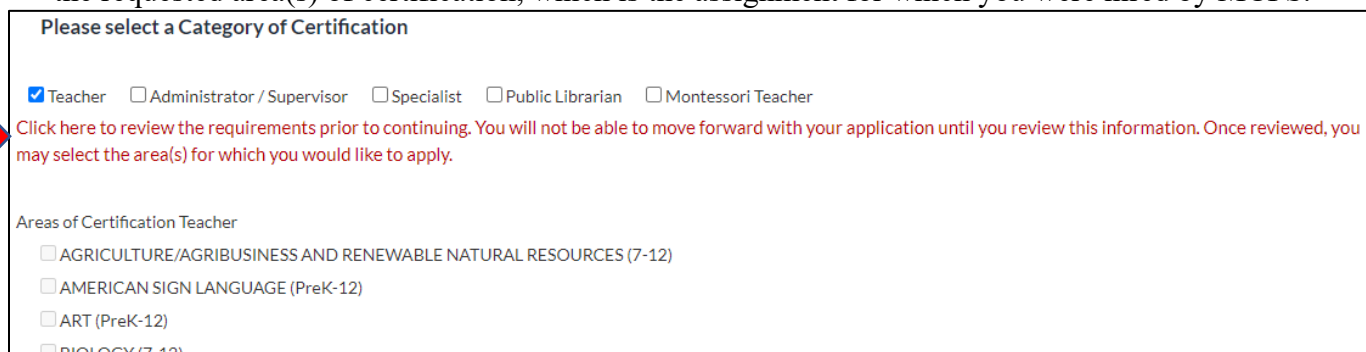
Application

Please select a Category of Certification

☐ Teacher ☐ Administrator / Supervisor ☐ Specialist ☐ Public Librarian ☐ Montessori Teacher

Next

- 3) **Click on the statement in red font to review the requirements. *You will not be able to choose a licensure area until you click on the red words* and review the requirements. After you read the requirements, return to the page with your application. Under **Areas of Certification** click the box(es) for the requested area(s) of certification, which is the assignment for which you were hired by MCPS.**



Please select a Category of Certification

☒ Teacher ☐ Administrator / Supervisor ☐ Specialist ☐ Public Librarian ☐ Montessori Teacher

Click here to review the requirements prior to continuing. You will not be able to move forward with your application until you review this information. Once reviewed, you may select the area(s) for which you would like to apply.

Areas of Certification Teacher

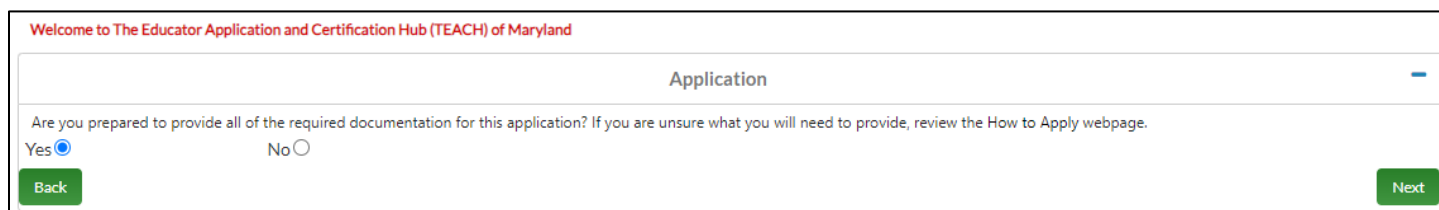
☐ AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12)

☐ AMERICAN SIGN LANGUAGE (PreK-12)

☐ ART (PreK-12)

☐ BIOLOGY (7-12)

- 4) Answer **YES** to the question “Are you prepared to provide all the required documentation for this application?”; **otherwise you will not be able to go forward**. MCPS will determine what type of license you are eligible for regardless of whether or not your eligible for full Maryland licensure. In other words, you will answer YES even if you have requirements left to qualify for a professional (versus conditional or resident teacher) Maryland License. Click **Next**.



Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

Application

Are you prepared to provide all of the required documentation for this application? If you are unsure what you will need to provide, review the How to Apply webpage.

Yes ☒ No ☐

Back Next

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 5) As directed in the **Application Instructions** section, **if you have any questions, please email the MCPS Certification Unit at certification@mcpsmd.org. DO NOT contact MSDE with questions.** Since you are employed with MCPS, all questions regarding Maryland certification are required to be answered by the MCPS Certification Unit.

NOTE: You must complete all sections of the application before you can submit. As you complete each section, the **red X** will change to a **green checkmark** ✓. At the end of each section, click **Save & Next**.

- 6) In the **Personal Information** section, **you are required to upload a valid, unexpired proof of identification.** After you have answered the question, “Are you a citizen of the United States?” select one of the options listed in **Identification Type**, and upload a copy of your identification to the system.

Please choose an ID version that the system and MCPS can open and view (i.e., PDF, JPG, Word, etc.) Once uploaded, choose **Click here to complete Upload** then click **Save & Next**.

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 7) In the **Education** section, enter your college/university information only for institutions where a degree was earned. Please **DO NOT UPLOAD ANY TRANSCRIPTS** because they will not be considered official. **Check the box for “I am sending an official copy of my transcript by mail.”** The MCPS Certification Unit will upload official transcripts you’ve submitted during the hiring process to your TEACH records.

Enter Education information here

State :

Degree :

College/University :

Did this program lead to certification in the state where is it located? ☐ Yes ☐ No

Date Completed :

GPA :

Student Teaching : ☐ Yes ☐ No

OR

☐ My Coursework is from a Foreign Institution

☐ My school is not listed

Credits Earned :

☒ I am sending an official copy of my transcript by mail.

☐ I have ordered an electronic copy of my transcript to be sent to the Maryland State Department of Education.

REMINDER: If you have not yet submitted your official transcripts to MCPS during the hiring process, see our [Submitting Official Transcripts](#) information page to send them to the MCPS Certification Unit. Please **DO NOT** send transcripts to MSDE; otherwise you risk paying unnecessarily.

- 8) In the **Employment History – Maryland Public School Experience** section, list only your **Maryland teaching experience**. Mark “**currently employed**” for your MCPS experience and upload a copy of your offer letter or other proof of MCPS employment (i.e., your signed contract, your salary information notice).

Employment History - Maryland Public School Experience

☐ I do not have any information for this section

District :

School :

Currently Employed : ☐

Position :

Date Terminated :

From Date :

To Date :

FTE :

Assignment :

Grade(s) :

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 9) In the **Employment History – Other Education Experience** section, list all other teaching experience outside of Maryland. ***This is optional if you want this in your MSDE records.*** Otherwise, check the box for “**I do not have any information for this section**” and then **Save & Next**

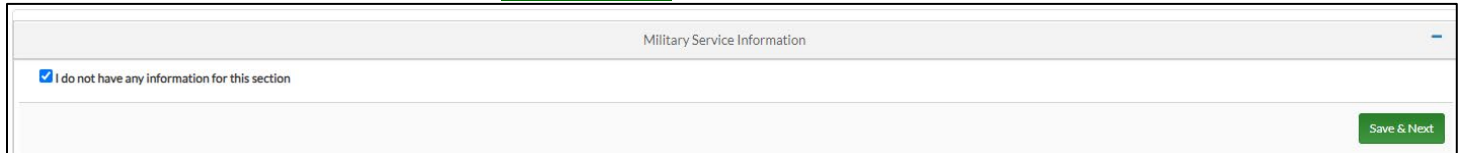
- 10) The **Employment History – Career and Technical Education Work Experience** section is only for educators hired to teach a Professional Technical Education (PTE) subject and who have occupational experience applicable to the PTE subject being taught. If this does not apply, check the box for “**I do not have any information for this section**” and **Save & Next**

- 11) In the **Testing** section, enter any tests that are required for teacher certification by clicking on **Add Testing** and enter the information in the fields marked with a **red asterisk***. Next select the option “**I am uploading a copy of my score report,**” and upload the test score document. ***If you do not have any tests scores to enter because you need tests or do not have your score reports,*** click the box for “**I do not have any information for this section**” and **Save & Next**

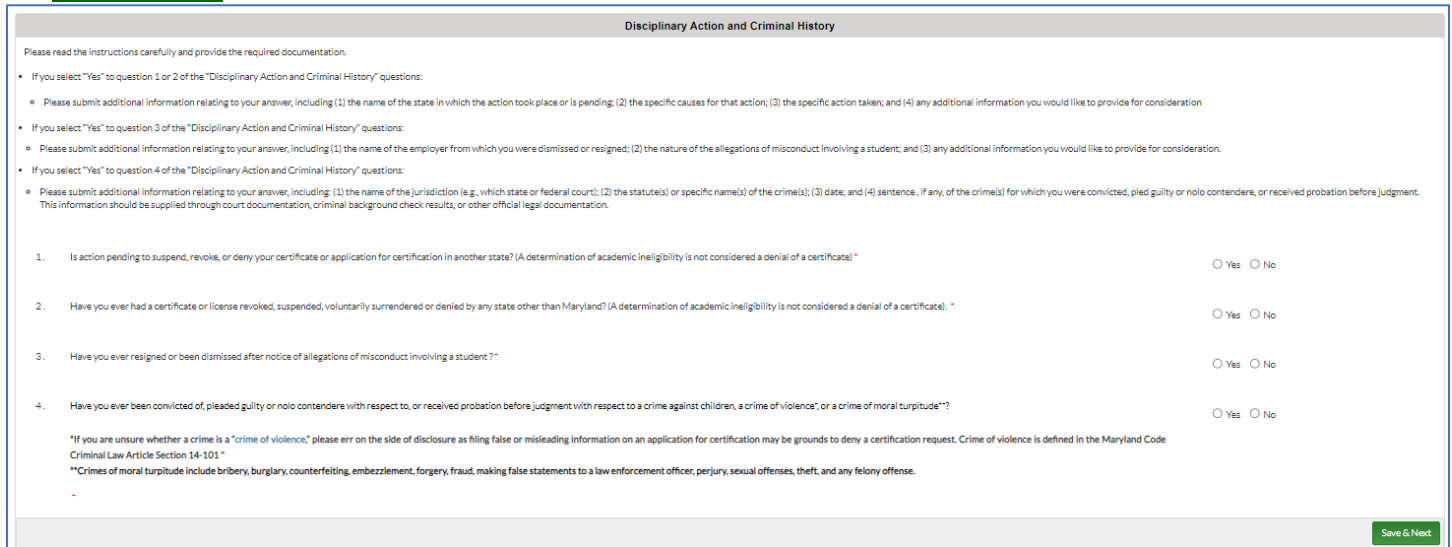
The Educator Application and Credentialing Hub (TEACH) - Maryland's Educator Portal

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

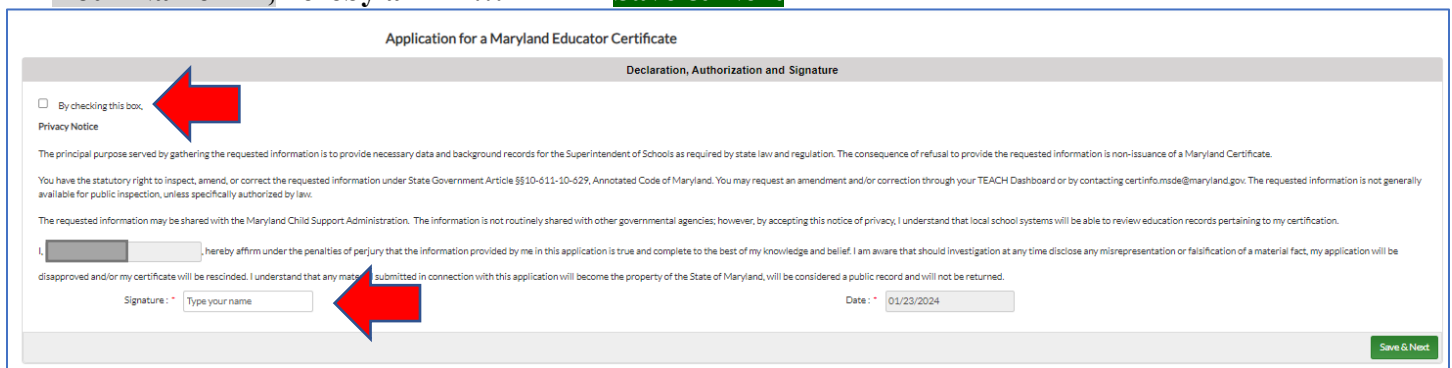
- 12) The **Military Service Information** section is optional. Otherwise, click the box for “**I do not have any information for this section**” and **Save & Next**



- 13) Answer the four questions to complete the **Disciplinary Action and Criminal History** section and click **Save & Next**



- 14) In the **Affirmation and Signature** section, click on the box in the upper left corner “**By checking this box,**”. Then type your name in the **Signature** box exactly as it appears in the gray box in the affirmation “**I, Your Name , hereby affirm...**” Click **Save & Next**



MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

- 15) In the **Application Submission** section, please be sure to click on **Submit Application**.

Application Submission

You are about to submit an application. Please click on the 'Submit Application' button below once you are ready to complete the application.



Submit Application

- 16) Once submitted, you will receive a MSDE TEACH automatically generated email thanking you for submitting your application. You can monitor the progress of the application on your TEACH Dashboard. The MCPS Certification Unit will review your application. When **MCPS** has issued your Maryland Educator License, you will receive an email notification via MSDE TEACH, sent by MCPS, to pay for your new license online. You must take care of that task right away. ***Paid = Active License = Licensed/Certified***

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

Status of Most Recent Application



Application Submitted

COMPLETED



Under Review

IN PROGRESS



Determination of Eligibility

NOT STARTED



Issuance of Certificate

NOT STARTED

Application Details

Application	Submitted On	Status
Initial Application	01/12/2023	Submitted

NOTE: If deficiencies are found in the application, MCPS will contact you via email to make the correction. You will receive an email notification from MSDE TEACH, sent by MCPS, to supply what is needed. You will be able to “resolve the deficiency” via your TEACH Educator Dashboard.