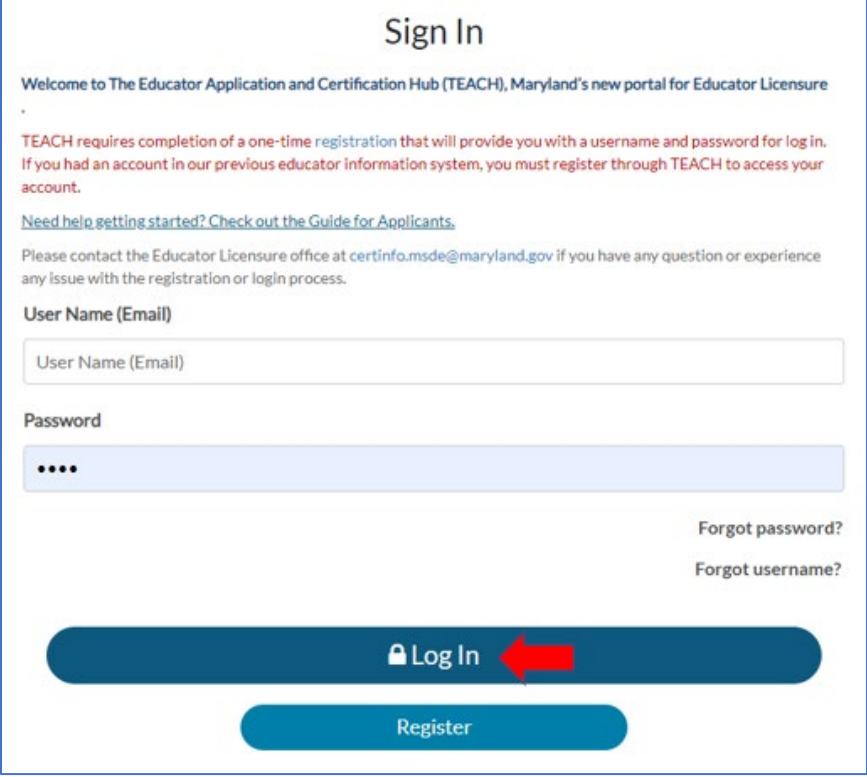


Use these instructions if you hold an expired license or are renewing an expiring license.

1. Log into the TEACH system at <https://certificationhub.msde.maryland.gov>. Your username is the email you chose to use when you registered on TEACH. If you have forgotten your password, you will be able to reset it. If you do not remember your login (demographic) information, please email certification@mcpsmd.org with Need TEACH Login as your subject. We will respond in 24-48 hours.



Sign In

Welcome to The Educator Application and Certification Hub (TEACH), Maryland's new portal for Educator Licensure

TEACH requires completion of a one-time registration that will provide you with a username and password for log in. If you had an account in our previous educator information system, you must register through TEACH to access your account.

[Need help getting started? Check out the Guide for Applicants.](#)

Please contact the Educator Licensure office at certinfo.msde@maryland.gov if you have any question or experience any issue with the registration or login process.

User Name (Email)

User Name (Email)

Password

.....

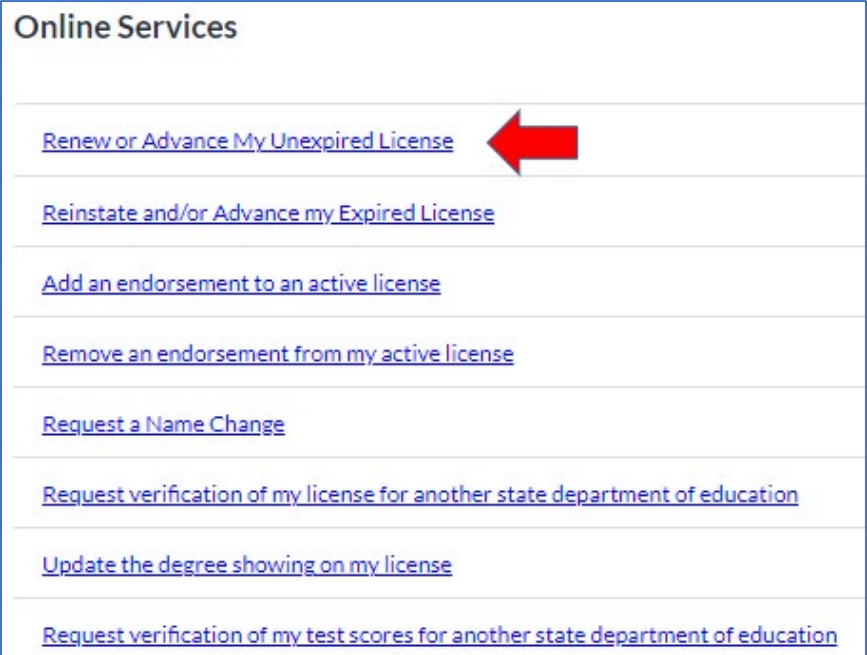
[Forgot password?](#)

[Forgot username?](#)

Log In

Register

2. After you have logged into your TEACH Dashboard, to the right of the screen under “**Online Services**” be sure to click on “**[Renew or Advance My Unexpired License](#)**”. (If your license *has already expired*, click on “**[Reinstate and/or Advance my Expired License](#)**” under “**Online Services**”)



Online Services

[Renew or Advance My Unexpired License](#)

[Reinstate and/or Advance my Expired License](#)

[Add an endorsement to an active license](#)

[Remove an endorsement from my active license](#)

[Request a Name Change](#)

[Request verification of my license for another state department of education](#)

[Update the degree showing on my license](#)

[Request verification of my test scores for another state department of education](#)

3. To continue in the application, you will need to click on the red text that states, “[You must click this link to review the renewal requirements prior to continuing](#)”.

License Renewal Application

License

You must click this link to review the license requirements to renew or advance your certificate prior to continuing.

If you are requesting to advance your credential to one that you have not previously held, ONLY check the box next to "Advance My License". The MSDE Office of Licensure will

4. After reviewing the requirements, return to the tab with your application (see below):

Maryland State Department of Education

Renewal and Advancement

certificationhub.mde.md.gov/#/Individual/License

5. Please review the options below and choose either option A or option B:

- a. Select the box next to the current OR expired certificate/license listed if you are requesting the renewal of your existing credential (certificate/license). Click on **Save & Next**.

Instructions

Personal Information

Education

Continuing Education

Employment History - Maryland Public School Experience

Employment History - Other Education Experience

Employment History - Career and Technical Education Work Experience

You must click this link to review the license requirements to renew or advance your certificate prior to continuing.

If you are requesting to advance your credential to one that you have not previously held, ONLY check the box next to "Advance My License". The MSDE Office of Licensure will determine what type of credential should be issued based on the documentation provided. If you are requesting the renewal of your existing credential, please indicate which credential by checking the appropriate box in the chart below.

☒ Advance My License

Select	Credential #	Credential Type
☒	CER-128948-R1X5B4	Advanced Professional

- b. If you are requesting a license that you have not previously held, please select the box for Advance My License. To move to the next section, click on **Save & Next**

License Renewal Application

License

You must click this link to review the license requirements to renew or advance your certificate prior to continuing.

If you are requesting to advance your credential to one that you have not previously held, ONLY check the box next to "Advance My License". The MSDE Office of Licensure will determine what type of credential should be issued based on the documentation provided. If you are requesting the renewal of your existing credential, please indicate which credential by checking the appropriate box in the chart below.

☒ Advance My License

Select	Credential #	Credential Type	Effective Date	Expiration Date	Endorsements
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6. 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.** The MCPS Certification Unit is your point of contact while you're a permanent educator.

License Renewal Application

Application Instructions

Welcome to The Educator Application and Credential Hub (TEACH) of Maryland! Your application must be complete prior to submission to the Maryland State Department of Education Office of Licensure. If deficiencies are found in your application, it will be returned for correction. Once all deficiencies are corrected, your application will be reviewed by a licensure specialist. Applications that are not corrected within one year of submission will be purged from the system.

You will continue to receive text messages and email updates as your application moves through the review and approval process. When your application is approved, you will be asked to submit a payment.

College/university transcript(s) must be official and may be submitted by using our Parchment interface or by U.S. Mail. If mailed, transcripts must come directly from the institution or be mailed in a sealed student mailer. Applicants may not upload copies of their own transcripts. Test score reports and most other supporting documents may be uploaded within the application.

If you have questions, please contact the Maryland State Department of Education Office of Licensure at 410-767-0390. If you are under contract with a Maryland public school district or a nonpublic special education program, please contact your employer directly.

Save & Next

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

7. In the **Personal Information** section, you are required to upload a valid, unexpired proof of identification. If you have previously uploaded a valid & current ID, you can click **Save & Next**. Otherwise, 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, **choosing an image format that TEACH and MCPS can open and view (i.e., PDF, JPG, Word, etc.)** Once uploaded, choose **Click here to complete Upload**, then **Save & Next**.
8. In the **Education** section, click the box indicating “**I do not have any information for this section**” and then click **Save & Next**. MCPS will update any degree changes on your behalf. Please **DO NOT UPLOAD ANY TRANSCRIPTS**, because they will not be recognized as official transcripts. **NOTE:** All transcripts added to your records prior to May 2022 will not be accessible for viewing; however, please note that they are included in your records or you would not hold certification or licensure.

Education

☒ I do not have any information for this section

9. In the **Continuing Education** section, select “**I do not have any information for this section**,” then **Save & Next**. MCPS will update any continuing education on your behalf when necessary.

Continuing Education

Please use this section to upload Maryland approved Continuing Professional Development (CPD) credit and/or Maryland Local School System approved equivalent credit.

Continuing Education

☒ I do not have any information for this section

10. In the **Employment History – Maryland Public School Experience** section, **DO NOT** add experience if it is already entered. If you are a current employee and do not see your experience entered, we will add it during the review process. You will click on **Save & Next**.

NOTE: If you are new (or returning) to MCPS and have an expired license, ADD your MCPS employment, 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).

11. In the **Employment History – Other Education Experience** section and the **Employment History – Career and Technical Education Work Experience** section, **DO NOT** add experience. Select **“I do not have any information for this section,”** then **Save & Next**

12. In the **Out of State Credentials** section and the **National/Professional Credential** section, select **“I do not have any information for this section,”** then **Save & Next**

13. In the **Testing** section, select **“I do not have any information for this section,”** then **Save & Next**

14. In the **Military Service Information** section, select **“I do not have any information for this section,”** then **Save & Next**

15. Complete the **Disciplinary Action and Criminal History** section and then click on **Save & Next**

Disciplinary Action and Criminal History

Please read the instructions carefully and provide the required documentation.

- If you select "Yes" to question 1 or 2 of the "Disciplinary Action and Criminal History" questions:
 - Please submit additional information relating to your answer, including (1) the name of the state in which the action took place or is pending; (2) the specific causes for that action; (3) the specific action taken; and (4) any additional information you would like to provide for consideration
- If you select "Yes" to question 3 of the "Disciplinary Action and Criminal History" questions:
 - Please submit additional information relating to your answer, including (1) the name of the employer from which you were dismissed or resigned; (2) the nature of the allegations of misconduct involving a student; and (3) any additional information you would like to provide for consideration.
- If you select "Yes" to question 4 of the "Disciplinary Action and Criminal History" questions:
 - Please submit additional information relating to your answer, including: (1) the name of the jurisdiction (e.g., which state or federal court); (2) the statute(s) or specific name(s) of the crime(s); (3) date; and (4) sentence, if any, of the crime(s) for which you were convicted, pled guilty or nolo contendere, or received probation before judgment. This information should be supplied through court documentation, criminal background check results, or other official legal documentation.

1. Is action pending to suspend, revoke, or deny your credential or application for a credential in another state? (A determination of academic ineligibility is not considered a denial of a credential) *

☐ Yes ☐ No

2. Have you ever had a credential or license revoked, suspended, voluntarily surrendered or denied by any state other than Maryland? (A determination of academic ineligibility is not considered a denial of a credential). *

☐ Yes ☐ No

3. Have you ever resigned or been dismissed after notice of allegations of misconduct involving a student? *

☐ Yes ☐ No

4. Have you ever been convicted of, pleaded guilty or nolo contendere with respect to, or received probation before judgment with respect to a crime against children, a crime of violence*, or a crime of moral turpitude**?

☐ Yes ☐ No

*If you are unsure whether a crime is a "crime of violence," please err on the side of disclosure as filing false or misleading information on an application for a credential may be grounds to deny a credential request. Crime of violence is defined in the Maryland Code Criminal Law Article Section 14-101.

**Crimes of moral turpitude include bribery, burglary, counterfeiting, embezzlement, forgery, fraud, making false statements to a law enforcement officer, perjury, sexual offenses, theft, and any felony offense.

Save & Next

16. In the **Affirmation and Signature** section, click on the box in the upper left corner labeled “**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...”. Then click on **Save & Next**

Declaration, Authorization and Signature

☒ By checking this box,

Privacy Notice

The principal purpose served by gathering the requested information is to provide necessary data and background records for the Superintendent of Schools as required by state law and regulation. The consequence of refusal to provide the requested information is non-issuance of a Maryland Certificate.

You have the statutory right to inspect, amend, or correct the requested information under State Government Article §§10-611-10-629, Annotated Code of Maryland. You may request an amendment and/or correction through your TEACH Dashboard or by contacting certinfo.msde@maryland.gov. The requested information is not generally available for public inspection, unless specifically authorized by law.

The requested information may be shared with the Maryland Child Support Administration. The information is not routinely shared with other governmental agencies; however, by accepting this notice of privacy, I understand that local school systems will be able to review education records pertaining to my certification.

I, hereby affirm under the penalties of perjury that the information provided by me in this application is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification of a material fact, my application will be disapproved and/or my certificate will be rescinded. I understand that any material submitted in connection with this application will become the property of the State of Maryland, will be considered a public record and will not be returned.

Signature : * Type your name

Date : * 11/28/2023

Save & Next

17. In the **Application Submission** section, please 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

Once your application has been submitted, you will be able to monitor its progress on your TEACH dashboard. **After MCPS reviews and approves your application, MCPS will send you an email via MSDE TEACH to complete the online payment of the \$10.00 license fee via your TEACH dashboard.** Upon logging into your dashboard, please scroll down to the right side of your screen and click on the red text labeled “**Pay Invoice**” to process your payment. After the fee has been paid, you will have the option to download and/or print a PDF of your license. **Payment = Active License = Licensed.**

NOTE: TEACH does not send reminders for payment, so take care of payment right away so the task is not forgotten and your license remains in pending status.