

New to MCPS Educator & Maryland State Board License Holder Checklist

Who this applies to:

Teachers, specialists, school psychologists, social workers, administrators, occupational therapists (OTs), physical therapists (PTs), and speech-language pathologists (SLPs).

Welcome to Montgomery County Public Schools!

The MCPS Certification Unit manages all licensure and certification matters for MCPS employees. **Do not contact MSDE directly.**

Certification Unit Contact Information

- Phone: 240-740-8030
 - Address: 45 W. Gude Drive, Suite 2300, Rockville, MD 20850
 - Website: <https://www.montgomeryschoolsmd.org/departments/personnel/certification/>
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Step 1: Determine Your Licensure Status

If you are an OT, PT, or SLP with a Maryland State Board License:

- No MSDE TEACH action is required.
- Upload your current license to your MCPS Careers profile.
- Send updated licenses at each renewal to CertGeneral@mcpsmd.org.

If you have a valid Maryland Educator Credential:

- No action is required at this time.

If you have an expired Maryland Educator Credential:

- Use the [MCPS TEACH Application Guide](#). *Attach a copy of your offer letter in employment as proof of employment with MCPS to ensure MSDE does not deny your application.*
- MCPS will upload your transcripts and licensure documents.

If you have never held a Maryland Educator Credential:

- Create an MSDE TEACH account.
- Use the [MCPS TEACH Registration Guide](#)
- Use the [MCPS TEACH Initial Application Guide](#). *Attach a copy of your offer letter in employment as proof of employment with MCPS to ensure MSDE does not deny your application.*
- MCPS will upload your transcripts and licensure documents.

All Educators:

- Keep a copy of the [MCPS TEACH Application Overview](#) for future reference.

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Step 2: Understand the New Hire Process

Most certification and licensure processes take much of the school year to complete.

What Happens First?

1. You accept your offer and sign your contract.
2. Confirm with Staffing that all required documents have been received.
 - o Email: staffing@mcpsmd.org
3. The Certification Unit reviews your file.
4. During your first year, you will receive:
 - o Notification from the Certification Unit of your licensure status
 - o Any requirements and deadlines
 - o Instructions for MSDE TEACH applications, if needed

Once Your File Is Complete, MCPS will issue the appropriate license:

- Conditional License (Conditional or Conditional Special Education)
- Resident Teacher License
- Professional License (Temporary, Initial, Professional, or Advanced)

After Your License Is Issued:

- You will receive an email through MSDE TEACH.
- Pay the \$10 certificate fee online immediately. MSDE TEACH does not have reminders for the fee.
- Download and save your digital license.

Important Reminders

- The MCPS Certification Unit is MSDE for MCPS. Do not contact MSDE directly.
 - Salary Advancement is not automatic
 - o Review MCPS Salary Advancement Information.
 - o It is your responsibility to track your credits.
 - Keep Personal Records and Save Copies of
 - o Licenses
 - o Emails from the Certification Unit
 - o Required documents
 - o Professional development
 - o Deadline notices
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Frequently Asked Questions

Who handles questions about my starting salary?

Contact the staffing coordinator who hired you or email staffing@mcpsmd.org.

I earned my national license after I started working. How do I receive the National License Supplement?

You must apply for it. It is not automatic. See our [information page](#) for details.

Submit renewed national licenses to CertGeneral@mcpsmd.org to maintain eligibility.

I forgot my MSDE TEACH login information. What should I do?

Email certification@mcpsmd.org with:

Subject: MSDE TEACH Information Needed

Why did I sign a Regular Contract?

Your hiring documents showed you were eligible for a professional Maryland Educator License.

Why did I sign a Provisional Contract?

Your hiring documents showed you were not yet eligible for a professional Maryland Educator License or held a limited license.

Why do I need to provide another transcript?

MCPS may need official transcripts or additional coursework documentation to support:

- Licensure
- Salary placement
- Employment requirements

Why do I need to pay a certificate fee if I already have a Professional Eligibility Certificate (PEC)?

The PEC is for educators not yet employed by a Maryland school system. Once employed by MCPS, a professional license must be issued, which requires the certificate fee.

New Hire Quick Checklist

- Confirm all official documents have been submitted to Staffing.
- Determine your licensure status.
- Create an MSDE TEACH account and submit the appropriate TEACH application (if required).
- Keep copies of all certification records and communications.
- Watch for Certification Unit emails regarding your status and deadlines.
- Pay the \$10 certificate fee when notified.
- Download and save your digital license.
- Apply separately for salary advancement or national license supplements, if eligible.