

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) EARNED FROM OUTSIDE AGENCIES FREQUENTLY ASKED QUESTIONS

IMPORTANT INFORMATION: Maryland State Department of Education (MSDE) credit cannot be earned during school/work hours by professional staff unless personal or annual leave is requested. Professional leave cannot be used to take a CPD course. A copy of your approved leave form must accompany your MSDE Credit Form.

1. What are some examples of outside agencies that carry MSDE credit?

- Adrienne Educational Consulting Firm
- Chesapeake Bay Foundation
- English Learner Portal
- Kennedy Center
- Maryland Colleges & Universities
- Montgomery County Education Association
- Maryland Public Television
- Maryland State Department of Education
- Other Maryland school systems
- Teaching Channel w/ Learners Edge
- Thinkport
- United States Holocaust Memorial

2. Where can I find the MSDE course catalog?

- Go to [MSDE eConnect](#) to find a link to the course offerings named Continuing Professional Development (CPD) Credit. The spreadsheet has various provider tabs at the bottom.

3. How do you verify that a course carries MSDE credit?

- Contact the outside agency or check the outside agency flyers and catalogs for credit information. All approved courses have a Maryland State Department of Education CPD number.

3. At the completion of the course, do you receive a grade?

- You will receive credit slip form titled “Maryland State Department of Education CPD Completion for Credit Form,” from the course provider.

4. How is the MSDE CPD Credit Form processed?

- Email/Submit form to MCPS CPD Registrar, ([Michele M Gessford@mcpsmd.org](mailto:Michele_M_Gessford@mcpsmd.org)) OHRD/DTA, 45 West Gude Drive, Suite 2300, Rockville, Maryland 20850.
- The form is signed, if applicable, by the MSDE Professional Development Liaison.
- Participants who are permanent certificated/licensed employees will have their credit slips placed in their MSDE TEACH account where they can access continuing education via their TEACH dashboard. Certification Unit members also have access to this information.

5. How are MSDE credits used?

- Salary advancement for staff on the MCEA salary lane
- MSDE credential (certificate/license) renewal

6. Do outside agencies charge tuition?

- Some agencies do charge tuition. Contact the [MCPS tuition reimbursement office](#) directly with questions about eligibility for reimbursement.