

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

MCPS TEACH APPLICATION GUIDE-INITIAL APPLICATION

The new TEACH was created for non-school system educators. Unless we have provided information to you to complete a particular application, please contact the MCPS Certificate Unit before attempting to complete any applications. MCPS will provide explicit instructions on the various TEACH applications required for us to process your Maryland certificate issuance, renewal, reinstatement, and changes. You will use those instructions to guide you through the new TEACH portal since you already have education and employment information, as well as, official documents in your State records.

- New MD educators who have never held a MD Educator Certificate and are employed by MCPS in a position for which MD certification is required will be encouraged to complete the Initial Application and using very explicit instructions provided by MCPS in order to streamline the application process for our educators who will not need to complete many of the application questions. As a reminder, official transcripts must still be provided to MCPS for both the employment and State records and MCPS will take care of adding any necessary documents to your records.

- 1) Complete the registration instructions. See the [TEACH Registration Guide](#).
- 2) To begin the initial application process so that MCPS can issue your first Maryland certificate, select a category of certification.

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian

[Next](#)

- 3) Click the statement to review the requirements for certification. You will not be able to choose a certification area until you read the statement. Once you read the statement, click the box for the requested areas of certification. This certification area is the one for which you were hired by MCPS.

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian

[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 (7-12)

BIOLOGY (7-12)



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- 4) Answer YES to the question asking if you meet the requirements; otherwise you will not be able to go forward. MCPS will determine what type of certificate you are eligible for, so don't worry if you are not yet eligible for full Maryland certification. In other words, you will answer YES even if you have requirements left to qualify for a regular (versus conditional or resident teacher) Maryland certificate.

Application

Do you meet the requirements to move forward?

Yes No

Back Next

- 5) Move through the sections of the application. As you complete each section, the red X will change to a green checkmark. At the end of each section, click Save and Next.

Application for a Maryland Educator Certificate

Area of Certification	Area Of Certification
Area of Certification	
Instructions	
Personal Information	
Education	
Employment History - Maryland Public School Experience	
Employment History - Other Education Experience	

Category of Certificate	Certificate Area	Certificate Type
Teacher	ART (PreK-12)	
Teacher	DEAF AND HARD OF HEARING (Prek-12)	

Save & Next

- 6) As directed on the Instructions page, 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 are required to be answered by MCPS.

Application for a Maryland Educator Certificate

Area of Certification	Application Instructions
Area of Certification	
Instructions	
Personal Information	
Education	
Employment History - Maryland Public School Experience	
Employment History - Other Education Experience	
Employment History - Career and Technical Education Work Experience	
Out of State Credentials	
National / Professional Certificate	

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland! Your application must be complete prior to submission to the Maryland State Department of Education Office of Certification. 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 certification specialist. Applications that are not corrected within one year of submission will be purged from the system.

You will continue to receive text message 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 transcripts 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 Certification 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

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- 7) On the Personal Information page, you are required to upload proof of identification. Select one of the options listed in Identification Type, and upload a copy of the identification to the system. Once uploaded, choose “Click here to complete Upload,” then choose “Save & Next”.

REMINDER: Choose an application that the system and MCPS can readily open and view (i.e., PDF, JPG, Word, etc.)

Identification Type: * -Select- Identification No: []

Document: *

Drop file here to upload or click here to browse and select file(s) to upload.

Click here to complete Upload Cancel

Save & Next

- 8) On the Education page, enter your college/university information for only institutions where a degree was earned. Choose the option “I am sending an official copy of my transcript by mail.”

REMINDER: Transcripts are to be sent directly from the college/university to the MCPS staffing team that hired you. 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 the Maryland State Department of Education. MCPS will handle adding the official transcripts to your TEACH records.

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.

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- 9) On the Employment History – Maryland Public School Experience page, only list Maryland teaching experience. MCPS will take care of marking “currently employed” for your MCPS experience.

Employment History - Maryland Public School Experience

I do not have any information for this section

District: * Calvert County Public Schools

School:

Currently Employed:

Position: * 11 - Teacher/Instructor

Date Terminated: MM/DD/YYYY

From Date: * 08/23/2000

To Date: * 08/23/2006

FTE: 1

Assignment: Art Teacher

Grade(s): 6-8

- 10) On the Employment History – Other Education Experience page, list all other teaching experience outside of Maryland. If you have submitted the MCPS Verification of Experience (VOE) form during the hiring process, DO NOT list a supervisor email address. Choose the box that states “Upload Verification of Experience Form” and upload a blank document to this section or the VOE form if you also received a copy. Otherwise, MCPS will upload the verification form received by our staffing team.

Employment History - Other Education Experience

I do not have any information for this section

State: * California

Foreign Country:

District:

School:

Employer: * LA Unified Schools

Currently Employed:

Position: * Teacher

From Date: * 08/22/2007

Assignment: Art Teacher

FTE: 1


Grade(s): * 9-12

District Contact/Supervisor Name: * Test Supervisor

District Contact/Supervisor Phone Number: * (111) 111-1111

Verification of Reference by Email:

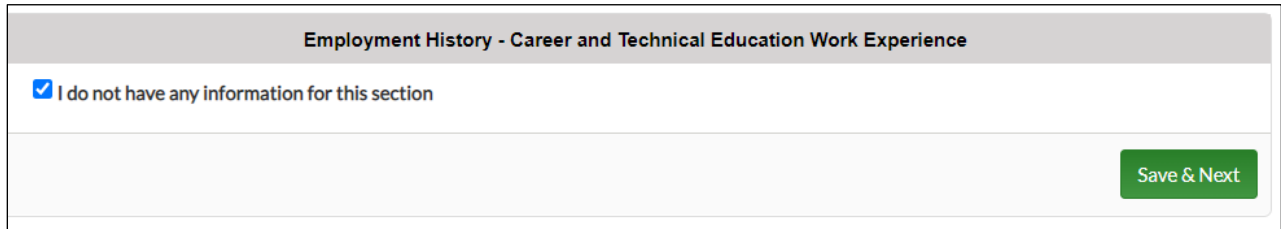
Upload Verification of Experience Form



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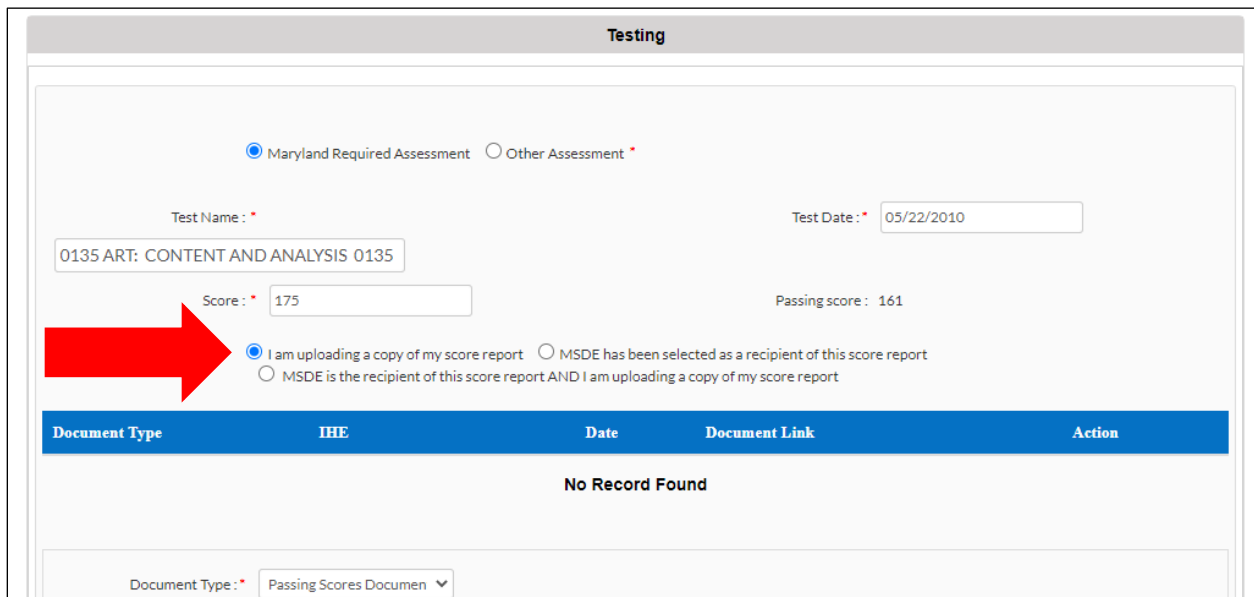
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- 11) The Employment History – Career and Technical Education Work Experience page is only for educators hired to teach a Professional Technical Education (PTE) subject and who have occupational experience applicable to the PTE subject being taught. Otherwise, choose “I do not have any information for this section”.

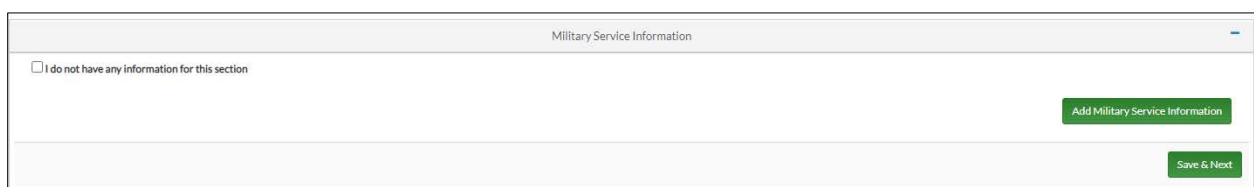


- 12) On the Testing page, enter all tests required for teacher certification. Choose the option “I am uploading a copy of my score report,” and upload the copy of the score report to this page.

REMINDER: Make sure your tests are also in your MCPS Careers profile.



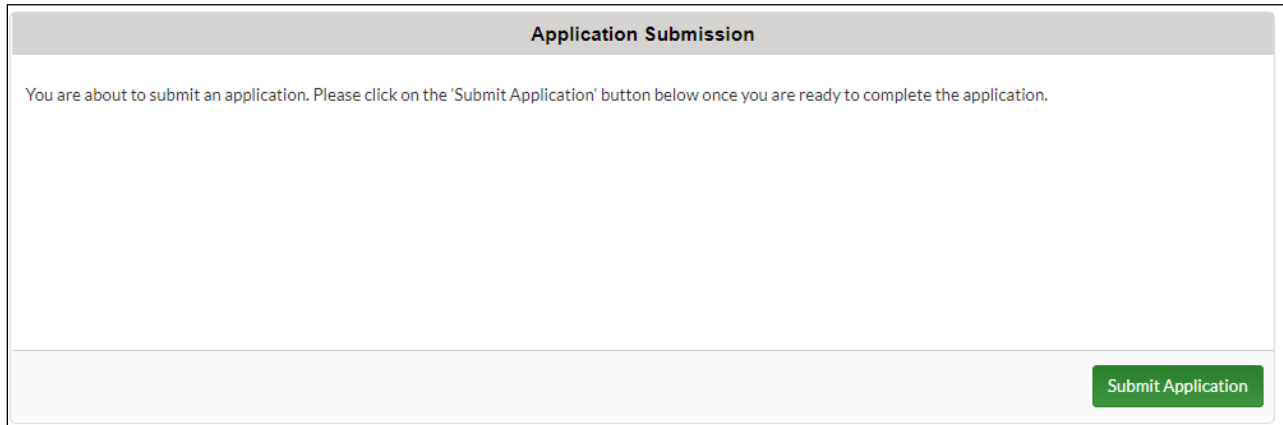
- 13) On the Military Service Information page, only add if you would like this in your State records; otherwise, choose “I do not have any information for this section” and “Save and Next.”



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14) Complete the Disciplinary Action and Criminal History, Affirmation and Signature pages, then click “Submit Application.” Once submitted, you will be able to monitor the progress on the Educator Dashboard. You will then receive a confirmation email once this process has been completed.



14. Once submitted, you will be able to monitor the progress on the Educator Dashboard. The MCPS Certification Unit will review your application.

NOTE: If there is anything additional needed, a “deficiency” may be issued and you will receive notification via TEACH to supply what is needed. You will be able to “resolve the deficiency” via your TEACH Educator Dashboard.

