

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

**MCPS TEACH APPLICATION OVERVIEW**

**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 will need to complete all parts of the Initial Application. As a reminder, new MCPS educator issuance will take MCPS most if not all school year and requires that all official documents are received by MCPS for the employment and State records.
- MD certificated educators employed by MCPS in a position for which MD certification is required will be encouraged to complete the available online requests 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.
  - ✓ **Renew my Unexpired Certificate (or Reinstate my Expired Certificate)** – Use the instructions provided and complete this only when MCPS has informed you that you are eligible for the renewal or reinstatement of your Maryland Educator Certificate.
  - ✓ **Add Endorsement to an existing certificate** – Use the instructions provided when MCPS has confirmed your eligibility for the new endorsement/certification area.
  - ✓ **Transcript Analysis Evaluation Request** – Do not use this application. Contact the MCPS Certification Unit to request a review of your records for a new certification area. Also, if you will be conditionally certified, do not use this application.
  - ✓ **Remove an Endorsement** – Use the instructions provided when MCPS has confirmed that you can remove an endorsement. The certification area/endorsement that enabled the educator to obtain MD certification cannot be removed.
  - ✓ **Request a Name Change** – Educators will need to complete this request via TEACH along with proof of name change documentation. This is in addition to notifying MCPS of any name change.
  - ✓ **Request Verification of my Certification** – This request will be completed by MSDE.
  - ✓ **Update my Highest Degree** – Do not use this application. MCPS does this automatically when the official transcripts are received by the MCPS Certification Unit.
  - ✓ **Request Verification of my Test Scores** – This request will be completed by MSDE.