

STEP-BY-STEP PROCESS FOR NEW MCPS EDUCATORS

(Educators with a Maryland Educator Professional Eligibility, Standard, or Advanced Certificate.)

Welcome to Montgomery County Public Schools (MCPS). Congratulations on your new position! We look forward to working with you to ensure success for every student. Now that you are an MCPS professional employee, all of your certificate needs will be handled through the MCPS Certification Unit. Please do not contact the Maryland State of Department of Education (MSDE) directly. Please use this step-by-step process as a reference to guide you through the new hire process.

STEP 1. CERTIFICATION

<http://www.montgomeryschoolsmd.org/departments/personnel/certification/>

If you have any questions concerning the certification process, please contact the Certification Unit at 301-279-3112.

PONY ADDRESS:

Attn: Certification Unit
OHRD/DCS
45 W. Gude, Suite 2300

MAILING ADDRESS:

Attn: Certification Unit
MCPS – OHRD/DCS
45 W. Gude Drive, Suite 2300
Rockville, MD 20850

As stated on your Maryland Educator Certificate, *“It is the responsibility of the holder of this certificate to know the current certification requirements and to renew this certificate prior to the expiration date.”*

- The [MCPS Certification Unit](#) provides certification services for MCPS professional employees (issuance, renewal, new certifications, and degree updates) via its direct access to the MSDE Educator Information System (EIS).
- For more information about all of our services, please visit our [MCPS Educator Certification website](#). Please contact the [MCPS Certification Unit](#) via email or at (301) 279-3112 with any questions. Information given by any other MCPS office or MCPS employee may not pertain to your specific needs or circumstances.
- Information about Maryland Educator Certificate renewal is available on the [MSDE General Certificate Information](#) MCPS website.
- Once you have been working for MCPS and are seeking salary advancement, please remember that salary advancement is NOT automatic. Please review the [Salary Advancement Information](#) pages for details and instructions.
- Keep your own *personal* certification records with any correspondence or documents you receive from our office, a copy of your digital Maryland Educator Certificate, and Form 440-24A for reference, especially if you need meet MSDE or MCPS contingencies.

STEP 2. UNDERSTANDING THE GENERAL TIMELINE OF EVENTS RELATED TO THE NEW HIRE PROCESS

The processes outlined below take **most, if not all, of the school year** to complete. The order in which we review files is as follows: conditionally or resident teacher certified educators; educators with expired/expiring certificates; Title I educators; new MD certificate holders; MSBE license holders; and then valid MD certificate holders with certificates expiring in future years.

- ✓ You receive your offer letter and sign your Maryland State Regular Contract.
- ✓ During your first year with MCPS, you will receive an email from the Certification Unit including your Form 440-24A informing you of your specific certification status and any requirements with corresponding due dates. The Form 440-24A is for your personal certification file.
- ✓ If you hold the Maryland Professional Eligibility Certificate, a certificate fee will be deducted from a future paycheck via automatic fee deduction to request a Maryland standard or advanced certificate.
- ✓ All documents needed to support our request for your standard or advanced certificate will be scanned and uploaded into the MSDE Educator Information System (EIS) and then a certificate request is entered and approved by MCPS. Then, you will receive an automatic email notification from the MSDE EIS to the email address used to create your portal account so that you will be able to download your digital certificate from the MSDE EIS.
- ✓ If you hold a valid Maryland standard or advanced certificate, no fee will be deducted until your certificate needs to be renewed.

STEP 3: FREQUENTLY ASKED QUESTIONS

Q: Who do I contact if I have a question about my initial salary placement?

A: All questions regarding initial salary placement (salary lane or salary step) should be directed to the staffing coordinator who hired you. Call (301) 279-3920 for Carolina Garcia Ablanque, Cathrine Shinn, and Sherry Ross; (301) 279-3935 for E. Grace Chesney, Tiffany Goodson; and (301) 279-3010 for Maggie Jones and Tory Pegram.

Q: Why must I sign a Regular Contract?

A: At hire, you provided a valid Maryland Educator Certificate. If after the Certification Unit reviews your records and finds this was an error, you will receive the Provisional Contract for Conditional or Resident Teacher Certificate Holders Contract for signature. At hire, if you received the Provisional Contract in error, you will continue to hold the provisional contract and be issued the regular contract for signature prior to the following school year.

Q: I submitted transcripts in MCPS Careers or to the staffing coordinator who hired me. Why do I have to supply another one?

A: We will only request documents that are needed to support your employment with MCPS. The information you submitted initially may not have included all the necessary course work and/or the degree conferral or you may have submitted an unofficial transcript.

Q: My Maryland Educator Certificate is a Professional Eligibility Certificate (PEC). Why do I have to pay another certificate fee?

A: The PEC is a certificate granted by MSDE for a teacher not yet employed by a Maryland school system. Now that you are employed by MCPS, the certificate fee is needed to request the appropriate standard or advanced professional certificate as required by MSDE, replaces the PEC, and will include the validity date corresponding to your date of employment.