

STEP-BY-STEP PROCESS FOR NEW MCPS MSBE LICENSE HOLDERS

(Speech Pathologists, Occupational Therapists, & Physical Therapists)

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. 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 forms or 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

- You should have provided a copy of your current MSBE license that includes the expiration date to the staffing coordinator who hired you.
- If you hold both a regular MSBE license and a national license (NL), you should have provided a copy of the NL that includes the expiration date to the staffing coordinator who hired you in order to receive the MCPS NL supplemental pay.
- The [MCPS Certification Unit](#) ensures that its database includes your current MSBE licensure information to support your continued employment, as well as many other services (i.e., degree updates, salary advancement, and supplemental pay). For more information about our services, please visit our [MCPS Educator Certification 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 MSBE license, National License (if applicable) and reference documents that include any contingencies you need to meet at a future date.

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

It takes **most, if not all, of the school year** to complete reviewing and notifying all new hires. 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 or Provisional Contract for Conditional or Resident Teacher Certificate Holders Contract.
- ✓ During your first year with MCPS, you will receive an email including your Form 440-24B informing you of your specific status and any requirements with corresponding due dates. The Form 440-24B is for your personal certification file.
- ✓ If you hold a limited license, you will remain on a provisional contract until you qualify for and submit your regular MSBE license to the Certification Unit and are eligible for the regular contract.
- ✓ If you hold a regular MSBE license and later obtain a National License you can request to receive the MCPS National License supplement. For more information, review and submit the [Request for National Supplement](#). This is not automatic, you must apply.

STEP 3. IMPORTANT REMINDER

Although our unit is here to support you while you are employed as an MCPS educator (teacher, specialist, or administrator), we need your help to ensure that you maintain permanent employment. **It is the responsibility of the Maryland State Board of Examiners (MSBE) License holder to maintain a current license and to provide a copy of the renewed license to the MCPS Certification Unit.**

STEP 4. 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 regular MSBE license. 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.

Q: Why must I sign a Provisional Contract?

A: At hire, you did not hold a regular MSBE license. If after the Certification Unit reviews your records and finds this was an 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.