
CERTIFICATE RENEWAL INFORMATION

Teaching Certificates have an expiration date of June 30 or December 31.

All completed requirements for your current certificate must be submitted to the Human Resources Certification Office within three months of the expiration date (March for June renewals and September for December renewals).

Questions regarding this notice should be directed in writing to certification@wcps.k12.md.us. Please indicate the type of certificate you currently hold along with your specific question.

Washington County Public Schools serves as the liaison with MSDE for any matters pertaining to certification and processes your Maryland teaching certificate request provided you remain under contract with our school system.

CERTIFICATION RESPONSIBILITIES

You are expected to:

- keep your certificate in a safe place;
- know the type of certificate you hold;
- know the validity period of your certificate;
- know what is required of you to maintain your certificate; and,
- keep track of the number of college and MSDE continuing professional development credits you take and submit official transcripts to the Coordinator of Human Capital: Teachers and Certification.

We will:

- handle all correspondence with MSDE while you are employed with WCPS;
- request initial certification;
- request the renewal of your certificate;
- initiate name changes and degree changes at time of renewal;
- initiate endorsement area additions; and,
- offer transcript evaluations for certification purposes.

CERTIFICATE RENEWAL

You will receive a certificate renewal packet in March (for June renewals) or September (for December renewals). The information in this packet will provide you with the timeframe and steps to follow for your next renewal cycle. Please note the criteria for certificate renewal listed on the following pages.

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Conditional Certificate:

- Meet the minimum requirements as stated in the letter received upon initial employment from the Washington County Coordinator of Human Capital: Teachers and Certification.

Standard Professional Certificate I (SPCI):

- Three years of satisfactory professional school-related experience earned during the validity dates of the SPCI.
- Six (6) semester hours of approved acceptable credit earned during the validity dates of the SPCI.
- A Course Approval Form on file in the Human Resources Office listing courses from an accredited college directly related to public school education, which will be used to issue the Advanced Professional Certificate. The approved program form will consist of coursework to obtain one of the following:
 - Master's Degree, **OR**
 - 36 Semester Hour Program (minimum of 21 graduate credits and a maximum of 15 MSDE/undergraduate credits) earned after the conferral of the Bachelor's degree, **OR**
 - National Board Certification and a minimum of 12 semester hours of approved graduate coursework related to your specific discipline earned after the conferral of the Bachelor's degree or higher degree.
- **As part of, or in addition to, the six (6) semester hours of acceptable credits, 6 semester hours of the reading requirements and the special education requirement must be met, if applicable.***

Standard Professional Certificate II (SPCII):

- Three years of satisfactory professional school-related experience.
- Completion of a Master's Degree from an accredited college directly related to public school education, **OR**
- Completion of 36 semester hours of approved content or professional education course work directly related to public school education earned after the conferral of the Bachelor's degree or higher degree (minimum of 21 graduate credits and maximum of 15 MSDE/undergraduate credits), **OR**
- National Board Certification and a minimum of 12 semester hours of approved graduate coursework related to your specific discipline earned after the conferral of the Bachelor's degree or higher degree.
- **As part of, or in addition to, the completion of your program, the reading requirements and the special education course requirement must be met, if applicable.***

Advanced Professional Certificate (APC):

- Three years of satisfactory professional school-related experience earned during the validity dates of the APC.
- Verification of completion of the activities listed on your current Professional Development Plan (6 semester hours of acceptable credit or the equivalent).
- **As part of, or in addition to, the six (6) semester hours of acceptable credits, 6 semester hours of the reading requirements and the special education requirement must be met, if applicable.***

***SPECIAL EDUCATION REGULATION COURSE**

All teachers who have not previously presented credits in Special Education shall present three (3) semester hours in Special Education, as provided in Regulation 4E(5).

***MARYLAND BY-LAW FOR READING REQUIREMENTS**

Twelve (12) semester hours in the following content are required for early childhood education, elementary education, and special education teachers at those levels:

- Processes and Acquisition of Reading Skills
- Methods of Reading Instruction
- Materials for Teaching Reading
- Assessment for Reading Instruction

Six (6) semester hours in the following content are required for secondary education, PreK-12 education, and special education teachers at those levels:

- Methods of Teaching Reading in the Secondary Content Area, Part I
- Methods of Teaching Reading in the Secondary Content Area, Part II

Based on the State's requirement for reading, if you need more than 6 credits in reading, you will have two full certificate validity periods in order to complete the requirements. If you need 6 credits or less in reading, you will have one full certificate validity period to complete the requirements.

***The reading course requirements and the special education course requirement will be identified with the issuance of your Maryland teaching certificate.**

(OVER)

SENIOR TEACHER EXEMPTION WAIVER

Please be advised that pursuant to COMAR 13A.12.01.14B:

B. Special Allowances. Renewal requirements for any professionally certificated employee may be waived without regard to Regulation .11 of this chapter if the:

(1) Renewal is recommended by the local superintendent of schools; and

(2) Professionally certificated employee is:

(a) 55 years old or older; or

(b) Employed for at least 25 years in public school service or approved nonpublic school service.

If you will complete or have completed at least 25 years of public or approved nonpublic professional school service, in Maryland or any other state, or you are or will be at least 55 years of age any time within the validity dates of your current certificate, you may qualify for senior status. For certificate renewal only, senior status will remain in effect as long as you are employed by a local Maryland school system that recognizes and accepts this allowance. Once you terminate employment, the senior status allowance no longer applies and you must complete the appropriate certificate renewal requirements.

If you would like to apply for senior status, please complete the Senior Teacher Exemption Status Form located on the Human Resources section of the Washington County Public Schools webpage.

For assistance or information, please email the office of:

Lindsey Darr

Coordinator of Human Capital: Teachers and Certification
certification@wcps.k12.md.us