

Certification Frequently Asked Questions - All Professional Staff

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Q: How do I get a copy of my Maryland Educator Certificate?

A: Since 2007, the Maryland Educator Certificate has been a digital certificate which you can access via your educator account on the [Maryland State Department of Education \(MSDE\) Teacher Education Application and Certification Hub \(TEACH\)](#).

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Q: I see ancillary credits on my Maryland certificate. What are ancillary credits?

A: Ancillary credits are additional MSDE coursework requirements that you have completed. You will see the number of MSDE reading credits you have completed and/or if you have completed a course in Introduction to Special Education/Mainstreaming.

MSDE requires teachers to complete a specific number of credits in reading depending on their area(s) of certification, not the teacher's assignment. See [Reading Coursework Requirement & Info](#) for detailed information. For example, if you are certified to teach Generic Special Education, Infant-3/1-8/6-Adult, you need 12 semester hours in reading even if you are currently teaching in a high school. If you have "Reading 6" in ancillary credits, then you still need 6 semester hours in reading by the expiration of your current Maryland certificate.

MSDE requires specialist and administrator certified educators to complete 3 semester hours in a course of Introduction to Special Education/Mainstreaming. If you have completed this requirement, you will see “Special Education” in ancillary credits. This does NOT mean you are certified to teach special education.

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Q: I have a master’s degree, why am not eligible for the Advanced Professional Certificate (APC) from Maryland.

A: In addition to a master’s degree, an educator has to have at least three (3) years of verified satisfactory teaching experience and six (6) semester hours of acceptable within five (5) years of qualifying for the APC in order to receive the APC.

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Q: Why are my outside agency CPD credits and college/university credits not all listed on my PDO transcript?

A: Your PDO transcript is to keep track of any MCPS workshops or trainings that you complete. PDO is also a tool where you can register for MCPS workshops or trainings and apply for tuition reimbursement. However, your PDO transcript will only include your MCPS workshops or trainings. The only college courses PDO will include are the SST or OAT courses that MCPS offers. The Certification Unit is responsible for maintaining your coursework that is applicable for certification, renewal, and salary advancement.

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Q: I think I have already satisfied a requirement/contingency, such as reading or math/science course work. What do I need to do to rectify this?

A: Some course titles do not reflect the full content of a course. If you feel that you have satisfied a requirement, please submit a course description or syllabus for the course in question along with a written request to the Certification Unit for review for applicability.

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Q: How do I verify if a course or degree that I want to take is applicable toward certification, contingencies, or salary advancement?

A: If you would like to make sure that a course is going to apply toward any requirements or salary advancement, please submit a request for consideration (via email is preferred) including:

- Name, employee ID
- College name, course information (department/number and title)
- The link to the online information about the course and the college (or printed syllabus/description if using regular mail to submit this request for review)
- How you plan to use the course:
 - For Advanced Salary Placement
 - For Certification Requirements or Renewal

NOTE: Please address your email or letter to the [Certification Coordinator](#) and allow sufficient response time. You must inform us if a quick response is needed due to pending registration, but in most cases, please allow a few weeks for a response.

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Q: How do I find out how close I am to the next salary level?

A: Please see information regarding the credits you have earned toward salary advancement by referring to the [Salary Advancement](#) information page. We have developed an **Optional Guide**—available on the [Salary Advancement](#) information page, which is a worksheet which you can save to your Google drive and use to track your credits toward salary advancement.

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Q: How do I advance to the next salary level?

A: Please see requirements for advancing to the next salary lane by referring to the [Salary Advancement](#) information page.

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Q: How do I know if I qualify for the Senior Status allowance?

A: Please refer to the [Senior Status](#) information page for details.

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