

# Baltimore County Public Schools Certification Request Form

Employee Name

Employee ID Number

School or Location

Date of Request

Certificate Type

Advanced Professional Certificate (APC)

Standard Professional Certificate I (SPC I)

Standard Professional Certificate II (SPC II)

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## Evaluation and Endorsement Request

*(Note: Endorsements or evaluations cannot be completed while holding a Conditional Certificate.)*

Endorsement Type (Select  
all that apply)

Administrator I

Administrator II

Advanced Professional Certificate

Gifted and Talented

Guidance Counselor

Library Media Specialist

Pupil Personnel Worker

Reading Specialist

Reading Teacher

Work-Based Learning

Special Education (indicate Grade level)

Endorsement Type - Other  
Subject Area(s)

Upon review, additional information (such as updated official transcripts and/or course descriptions) may be requested to complete the evaluation.

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**Salary Lane Request**  
(Select all that apply)

Send Growth Chart

Salary Lane Advancement

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**Supporting  
Documentation**

ETS Score Report(s)

Official Transcripts

Continuing Professional Development (CPD) Form

Continuing Education Units (CEUs)

**Requests are processed in the order in which they are received. Please allow eight weeks for review. Submit this form to the Office of Certification via email to [certunit@bcps.org](mailto:certunit@bcps.org), or interoffice mail to: Office of Certification, Greenwood, Building E.**