Certification Renewal

How do I submit official transcripts if schools are closed?

The preferred method for submitting documentation is electronically. If your college or university has the ability to issue eScripts, please have them sent directly to the Office of Certification at certunit@bcps.org. If your institution does not offer electronic transcripts, you may provide a pdf copy of your original transcript. Once schools reopen, the original official transcript must be sent to the Office of Certification. The original document should not have any marks, notations, or highlights. Once the document is written on, it is considered tampered.

I recently completed Continuing Professional Development credits, how do I submit the credit slip?

Each BCPS and Goucher course instructor will send all the credit report forms for that course to the Office of Teacher Development to log and process. A copy of each fully processed CPD form is emailed to the participant and the original is sent to the BCPS Office of Certification within 8-10 weeks of the end of the course.

I took a CPD course outside of BCPS (Maryland Public Television, MSDE, etc.) What do I do with a CPD form that an instructor gave me that hasn’t been signed by the CPD Liaison?

Email the CPD form to Deborah Piper, CPD Liaison, Department of Organizational Development, dpiper@bcps.org. The form will be logged and signed, you will receive a fully signed copy via email to save for your records, and the original will be sent to the BCPS Office of Certification for inclusion in your file.

My certificate is due to expire June 30, 2020. Will there be a delay in renewing my certificate?

No. Maryland regulation requires educators to maintain a valid teaching certificate; therefore, no extension has been granted by the Maryland State Department of Education (MSDE). The Office of Certification is authorized by MSDE to renew certificates starting April 1, 2020. Certificate holders who have completed all renewal requirements and submitted documentation to the Office of Certification will receive an automated email from their MSDE portal account indicating that their renewed certificate has been issued. This notification will be sent any time between April 1st and June 30th to the email address associated with your MSDE portal account. Teachers with outstanding renewal requirements have been notified by the Office of Certification. If you have not been contacted, then your certification status is in good standing.
My certificate is due to expire June 30, 2020. I am currently enrolled in a course or continuing professional development activity. Am I still required to complete the coursework by June 30, 2020?

Yes. Maryland regulation requires educators holding a teaching certificate to complete renewal requirements by the certificate expiration date. Certification is an individualized matter and teachers should consult with the Office of Certification directly. If you are enrolled in a course or professional development activity that has been cancelled, please contact your assigned Certification Analyst via email.

I heard MSDE gave teachers more time to complete certificate renewal requirements, why hasn’t BCPS allowed the same for teachers?

Per MSDE regulation coursework and/or tests must be completed by the certificate’s expiration date. For this reason, the Office of Certification has consistently communicated to teachers that renewal requirements must be completed by June 30th. As a result of the COVID-19 pandemic, the Governor issued an Executive Order that extends renewal of certificates an additional 30 days from the expiration of the state of emergency. No one knows when the state of emergency will be lifted; therefore, teachers holding expired certificates run the risk of not having renewal requirements completed when it is declared over. The Office of Certification continues to stress the importance of completing outstanding coursework and/or testing as soon as possible to reinstate his/her expired teaching certificate.

Certification is an individualized matter and teachers should consult with the Office of Certification directly to determine if they received an extension due to the Governor’s Executive Order. Any questions regarding certification should be directed to the assigned Certification Analyst via email.

How do I qualify for an Emergency Certificate?

On May 26, 2020, regulation for an Emergency Certification was approved. The purpose of this certificate is to allow teachers who are working towards Maryland professional certification who have completed all coursework requirements with the exception of assessments and/or clinical experiences, the ability to maintain a position with a Maryland local school system, state institution, or nonpublic school. If a teacher employed with BCPS qualifies for this certificate, they have received communication from the Office of Certification.
I submitted a certification request for an endorsement and/or evaluation. Will there be a delay with my request being reviewed?

No. Requests are processed in the order in which they are received. Please allow eight weeks for review. (Due to limited access to employee records during the closure, some requests may take longer to review. In the event access to your record will result in additional review time, you will be updated appropriately.)

How do I submit a request to add an endorsement while schools are closed?

Certification Request Forms can be sent to the Office of Certification via email to certunit@bcps.org. Please include supporting documentation for the form. Please allow up to eight weeks for your record to be reviewed. (Due to limited access to employee records during the closure, some requests may take longer to review. In the event access to your record will result in additional review time, you will be updated appropriately.)

My certificate is due to expire June 30, 2020. Will I be granted an extension?

Per MSDE regulation coursework and/or tests must be completed by the certificate’s expiration date. For this reason, the Office of Certification has consistently communicated to teachers that renewal requirements must be completed by June 30th. As a result of the COVID-19 pandemic, the Governor issued an Executive Order that extends renewal of certificates an additional 30 days from the expiration of the state of emergency. No one knows when the state of emergency will be lifted; therefore, teachers holding expired certificates run the risk of not having renewal requirements completed when it is declared over. The Office of Certification continues to stress the importance of completing outstanding coursework and/or testing as soon as possible to reinstate his/her expired teaching certificate.

Teachers who have not completed renewal credits received written communication from the Office of Certification regarding the 30 day extension. Once the state of emergency is lifted, additional instructions will be provided to those affected teachers.

My certificate is due to expire June 30, 2020. I need to complete tests but all ETS centers are closed. Will I be granted an extension?

Per MSDE regulation coursework and/or tests must be completed by the certificate’s expiration date. For this reason, the Office of Certification has consistently communicated to teachers that renewal requirements must be completed by June 30th. As a result of the COVID-19 pandemic, the Governor issued an Executive Order that extends renewal of certificates an additional 30 days from the expiration of the state of emergency. No one knows when the state of emergency will be lifted; therefore, teachers holding expired certificates run the risk of not having renewal requirements completed when it is declared over. The Office of Certification continues to stress the importance of completing outstanding coursework and/or testing as soon as possible to reinstate his/her expired teaching certificate.
Teachers who have been unable to complete testing requirements due to closed testing centers received written communication from the Office of Certification regarding the 30 day extension. Once the state of emergency is lifted, additional instructions will be provided to those affected teachers.

**How can I complete required Praxis tests if ETS center are closed?**

ETS launched the *Praxis* At Home Solution to allow test takers to complete certification tests during the COVID-19 crisis. Registration opens on May 15, 2020, for the first set of tests to be offered at home, and at the beginning of June for the next set. Information on available tests and how to register can be found at [https://www.ets.org/s/cv/praxis/the-americas/](https://www.ets.org/s/cv/praxis/the-americas/).

Important updates regarding ETS’ response to the COVID-19 crisis, future testing update, and information for test takers will be shared on this informational website. Additionally, individuals wishing to receive ETS email communications can subscribe at [https://www.pages03.net/ets/b2b/subscribe](https://www.pages03.net/ets/b2b/subscribe).

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**Salary Lane Advancement**

I submitted my official transcript prior to schools closing. The credits submitted will move me to the next salary lane. Will there be a delay in receiving my salary lane advancement?

No. Once coursework is completed and the Certification Request Form along with official documents are submitted and verified by the Office of Certification, the effective date of the advancement will be the beginning of the first full pay period after receipt of all documentation. If applicable, retroactive pay may be expected within two pay periods after receipt of the personnel action confirmation. (Due to limited access to employee records during the closure, some requests may take longer to review. In the event access to your record will result in additional review time, you will be updated appropriately.)

Can I use credits I completed by implementing the Continuity of Learning Plan towards my salary lane advancement?

Yes. Credits earned for completing the Continuity of Learning Plan between April 27, 2020 through June 19, 2020 will be applied towards salary lane advancement. The Office of Teacher Development will issue the credit report forms and provide the Office of Certification a copy to add to the employee growth chart.

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**Tuition Reimbursement**

I submitted my tuition reimbursement request prior to schools closing. Will there be a delay in receiving my reimbursement?

No. Reimbursement requests submitted with all required supporting documentation will be processed within eight weeks of receipt by the Office of Certification.
My college or university does not issue electronic transcripts. How can I submit official transcripts?

If eScripts are not available, a scanned copy of the original official transcript can be emailed directly to certunit@bcps.org. Once schools and offices reopen, the original official transcript must be sent to the Office of Certification. The original document should not have any marks, notations, or highlights. Once the document is written on it is considered to be tampered.

How can I submit my tuition reimbursement request?

Instructions on how to request tuition reimbursement can be found on the Office of Certification webpage. Reimbursement requests and supporting documentation such as an itemized invoice showing full payment must be submitted via email to certunit@bcps.org.

Where can I send electronic transcripts?

Electronic transcripts or eScripts must be sent directly to the Office of Certification at certunit@bcps.org.

Since schools are closed, I don’t have access to my principal/supervisor to sign my reimbursement request form. Can I submit my form without an administrator/supervisor’s signature?

Yes. Please complete and sign the form, then send it to the Office of Certification via email at certunit@bcps.org.

How do I submit documents to the Office of Certification if I do not have Internet access?

You may send documents via US mail to the address below. Due to school and office closures, mail is delivered twice a week.

Office of Certification
Department of Human Resources
6901 Charles Street
Building E
Towson, Maryland 21204