Continuing Professional Development

Spring 2020 Catalog

The Professional Development Center at the CEO

253 Paradise Road
Aberdeen, MD 21002
Phone: 410-273-5621
Fax: 410-273-5592

Email: Lori.Gohlinghorst@hcps.org
Colleagues,

The Harford County Public Schools Professional Development Office is excited to offer this selection of Continuing Professional Development courses for the employees of Harford County Public Schools, community members seeking to maintain teaching certification, and people interested in ongoing professional learning. I think you will find an interesting mix of topics and areas for learning in this course selection booklet. Whether you are new to your career level or a more seasoned professional, there are courses in this booklet designed to provide value in building your future success.

I am a big believer in the importance of lifelong learning. As educators, we are challenged to provide the very best for our students. To be successful, we must continually refine, refresh, and enhance our knowledge of content and instructional practices.

Research shows “overwhelmingly that interventions in teacher education and professional development are successful. That is, teachers can learn to improve their teaching in ways that have direct effects on their students.” (National Reading Panel, 1999, p. 5-13), Darling-Hammond suggests, “Nothing is more important to the learning of students than what their teachers know, believe, and can do.”

Thank you for the work you do for the advancement of student achievement. I encourage you to continue to consider best ways to grow as a professional to be able to meet the ever-changing needs of students.

Feel free to contact me if you have questions, concerns, and/or comments regarding professional development. We welcome your ideas about new courses to consider as additions to our offerings. Specific questions regarding your certification needs should be directed to Barbara Matthews in the HCPS Division of Human Resources.

Harford County Public Schools has made a commitment to professional development as a means to improve achievement of all students, at all levels, and in all subgroups. I look forward to supporting your professional growth.

Jackie Tarbert
Coordinator of Professional Development
Continuing Professional Development (CPD) classes are offered for all HCPS personnel. The courses are also available to interested participants who are not employees of HCPS. Course guideline limitations apply to all registrants. See page 5 for guidelines.

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### Spring 2020

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Continuing Professional Development (CPD) classes are offered for all HCPS personnel. The courses are also available within course guideline limitations to interested participants who are not employees of HCPS.

Eligibility for Credit
Successful participation in an MSDE CPD course will result in MSDE in-service credits. Use of credit gained through CPD courses is dependent upon the certification status of the individual.

- Except for the applicable reading and special education courses, no MSDE in-service course is applicable for initial Maryland certification.
- Six (6) MSDE in-service credits may be applied toward the renewal of the Standard Professional Certificate and the Advanced Professional Certificate.
- A maximum of six (6) MSDE in-service credits may be accepted as part of the planned program of study beyond the Master’s Degree (Master’s +30/M30).

NOTE: Graduate credits are not available for the courses shown in this catalog unless specified in the course description.

Specific questions regarding individual MSDE courses should be directed as follows:
- For HCPS certificated employees who hold an APC, contact Christine Lambert at Christine.Lambert@hcps.org.
- For HCPS certificated employees who hold any other type of certificate, contact Aretha Young at Aretha.Young@hcps.org.
- Other Maryland local school system certificated employees should contact their HR office.

All other individuals should contact MSDE at 410-767-0412 or 866-722-8922.

Requirements to Receive Course Credit
MSDE requires a minimum of 15 hours of classroom participation for each credit earned. It is necessary that an individual attend every session of the course. If a participant must be absent, arrangements should be made with the course instructor for a similar activity or assignment. A participant may not miss more than one hour of class time per credit received. Any additional absences may result in loss of credit. Upon successful completion of a course, an MSDE credit certificate will be issued. Credits earned towards certification must be completed within the certification dates. There will be no extensions or exceptions per MSDE requirements.
Course fees are as follows:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Full-time HCPS Employees</th>
<th>Non-HCPS Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$35.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2</td>
<td>$55.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>3</td>
<td>$75.00</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

Some courses may require special materials or texts. These fees may or may not be included in the course fee. Please refer to the individual course description.

The courses offered in this catalog are offered at our low tuition rates as a service to HCPS employees, as well as others interested in MSDE certification. Although some courses are required by MSDE in order for educators to maintain certification, the costs of these courses follow the same fee schedule.

Fees are due at the time of course registration and will be paid through HECTOR. Payment of fees in HECTOR is made through PayPal. You are not registered for a course until payment is received. Upon acceptance of payment, you will receive an automated email advising you of your course registration. HCPS employees may not remain on the waiting list due to non-payment of course fees if there are spaces available on the class roster. Failure to pay fees may result in withdrawal from the course waiting list.

Course refunds are processed if a course is cancelled due to low enrollment, or if a registrant withdrawing from a course cancels their registration through HECTOR at least FIVE (5) business days prior to the course start date. Refunds requested within 60 days of original payment will be done in the means that original payment was provided. PayPal or credit card payments will be refunded as a credit to the account. Refunds requested for payments that were provided in excess of 60 days will be processed as a refund check issued by Harford County Public Schools. Refer to page 11 for instructions on cancelling your course registration. Contact 410-273-5621 if you need assistance in this process.

Cancellation Policy

If a change of plans results in the inability to participate in a course, the participant is required to withdraw. This may be done through HECTOR (see page 11). Course withdrawal is not complete until an email message confirming withdrawal is received by the participant. A participant is required to give notice of withdrawal at least FIVE (5) business days before the course start date. This will allow a registrant from the waiting list the opportunity to participate in the course. Refund of course fees cannot be processed for cancellations with less than FIVE (5) business days notice.

Inclement Weather Condition Procedures

If Harford County Public Schools are closed or close early, ALL evening classes are cancelled and will be rescheduled. If schools are closed on Friday, any in-service class scheduled for the following Saturday is cancelled, unless otherwise stated by the instructor.
Course Registration Procedures

Welcome to HECTOR!

HECTOR is Harford County Public Schools’ online course registration system. HECTOR allows everyone - HCPS employees as well as non-employees - to register for CPD courses electronically.

Registration for courses through HECTOR will also allow you to pay for courses by PayPal at the time of course registration.

Follow these easy step-by-step step instructions for online course registration through HECTOR.

HCPS employees should register for all courses contained in this catalog through HECTOR, the HCPS course registration system. HECTOR can be accessed at your work location and/or at home with your HCPS User Name and Password. (This is the same password that you would use to access your HCPS email account).

♦ Instructions for registration through HECTOR are found on pages 7-11 of this catalog.
♦ Payment for all courses will be done at time of registration through PayPal. See pages 10-11 for PayPal instructions.
♦ A participant is not registered for a course until payment is received.
♦ An automated email message acknowledging payment and providing full course details will be sent to each registered participant.
♦ Non-networked HCPS employees should contact Lori Gohlinghorst at Lori.Gohlinghorst@hcps.org or by calling 410-273-5621.

Non-HCPS Employees will set up an account in HECTOR, the HCPS CPD course registration system.

♦ Course registration should be done through HECTOR (see pages 7-11 for instructions).
♦ Per HCPS CPD course guidelines, your name will be placed on a waiting list until three weeks prior to the start date of a course.
♦ If spaces are available on the course roster three weeks prior to the first day of class, you will be sent an automated email advising you that payment is owed. Registration at this point is on a first come-first served basis.
♦ Payment will be made through HECTOR and facilitated by PayPal. You may use your PayPal account. See pages 10-11 for PayPal instructions.
♦ A participant is not registered for a course until payment is received.
♦ An automated email message acknowledging payment and providing full course details will be sent to each registered participant.

Registration Deadlines - To register for a course after the course registration deadline stated in the course description, please contact Lori Gohlinghorst at 410-273-5621 or Lori.Gohlinghorst@hcps.org. Every effort will be made to accommodate the request.
DIRECTIONS FOR REGISTERING ON HECTOR

1. Access HECTOR
   Direct Link [https://www.hcps.org/staff/cpd/default.aspx](https://www.hcps.org/staff/cpd/default.aspx)

   OR

   [www.HCPS.org](http://www.HCPS.org) > Staff > Resources for Staff > HECTOR logo middle of page

   ![HECTOR Logo](HECTOR.jpg)

   Harford Electronic Course Registration

2. Enter your Username and Password. Select Login.
   - **HCPS Employees**: Login using the same username and password that you use to access your email
   - **Non-HCPS Employees**: Click on the Click Here to Register. Follow prompts to set up an account.

   ![Login Form](Login_Form.jpg)

   Not an HCPS Employee? Click Here to Register!
   📥 I'm a Non-HCPS Employee and I forgot my password.

3. Select your Workshop/Training Enrollment
   A. Choose the appropriate Subject Area from the drop-down Menu. CPD session will appear under the subject CPD Courses for MSDE Credit. A list of upcoming session will appear.
   B. Review training(s) available for the subject. Select a session and Click on Register Now.
   C. A message will appear requesting verify your desire to enroll. Click OK. For course requiring payment see next section.
   D. You will receive an automated email message verifying your registration.
FOR COURSES THAT REQUIRE PAYMENT

Once you have selected a course session and verified course information a payment screen will appear. You must provide payment to be added to the class roster. Click Complete Checkout.

Verify that course information is correct. You will be charged the fee shown. If this is not the correct course, cancel registration. If the fee is not correct, contact Lori Gohlinghorst at 410-273-5621
HCPS Employees – Please have your PayPal information ready. You will pay for your course at this time. You are not enrolled until payment is received. (This option will not appear if the roster is full. You will be placed on a waiting list. You will receive an email requesting payment of an opening occurs.)

Non-HCPS employees—will be placed on a waitlist and will be provided an opportunity to pay about three weeks prior to the course start date if space is available on the roster. Enrollment at this point is done on a first come first served basis. You are not enrolled until payment is received.

Please print your receipt. Once payment for a course is accepted, you will receive an automated email confirming enrollment in the course. This message will outline all details regarding the course.

CHECKING REGISTRATION AND HISTORY

If you are currently enrolled in a course or workshop it will be in the link Click Here for My Registration. You can manage your current registrations

- Cancel
- Email course contact/instructor
- Review sessions

If you want to check your registration history, Click Here for My Registration History. History will contain courses and workshops you have enrolled is since April 15, 2010.

NOTES:
These are not official transcripts or CPD forms.
Unowned information indicates that attendance was not recorded for the sessions in HECTOR. CPD grade will show only for courses in which CPD credit is available

Information for courses in which you are waitlisted can be found here.
1. Choose Click Here for My Registrations.
2. Choose Cancel Registration. Confirm your desire to cancel your registration by clicking OK. You will receive an automated email message confirming your withdrawal.

See course guidelines for cancellation policy.

QUESTIONS?

Please feel free to contact Lori Gohlinghorst via email at Lori.Gohlinghorst@hcps.org or by calling 410-273-5621
CERTIFICATION

Do you have certification questions? Check out the Certification Shared-Site. Most answers can be found from the following documents.

◊ General Certification Information
◊ APC Equivalency Renewal Credit Form
◊ Planned Program of Studies Beyond the Master’s Degree
◊ Master’s +60

Additional contacts -
Aretha Young, Certification Services Team Leader
Aretha.Young@hcps.org
410-588-5258
◊ Certification—for individuals whose positions require certification (initial, renewal, endorsements, evaluations)
◊ Quality Teacher Incentive Act (QTIA)
◊ Planned Program Beyond the Master’s Degree-Master’s +30
◊ Planned Program of Studies-Master’s +60
◊ Advanced Professional Certificate (APC) “Equivalency” Renewal Credits
◊ Salary Changes for Master’s Equivalency, Master’s, Master’s +30, Master’s +60, Doctorate

Christine Lambert, Certification Assistant
Christine.Lambert@hcps.org
410-588-5258
◊ Advanced Professional Certificate/APC Renewals

TUITION REIMBURSEMENT

Tuition Reimbursement Guidelines
All HCPS employees are eligible for tuition reimbursement. Employees interested in this benefit should consult the appropriate negotiated agreement and the Tuition Reimbursement SharePoint page for more specific information. MSDE CPD (offered through HECTOR or Thinkport) course fees are not eligible for tuition reimbursement.

Contact -
Lisa Patterson, HR Specialist
Lisa.Patterson@hcps.org
410-588-5275
INTERESTED IN A CLASS
REGISTER EARLY
REGISTER THROUGH HECTOR
ENJOY YOUR LEARNING

This catalog and on-line registration are available on the HCPS website at

http://www.hcps.org/staff/default.aspx
The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law with regard to employment or conditions of employment, or participation in or access to its programs, activities or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Supervisor of Equity and Cultural Proficiency at 410-809-6065
Engaging Students Through Novel Instruction
19-12-02

Coordinator:
Kristine Scarry
Supervisor of English/Language Arts

Instructors:
Tamela Abbate
Assistant Supervisor of English/Language Arts
Annmarie Steltzer
Curriculum Specialist

2 MSDE in-service Credit
HCPS Course Fee: $55.00

Course Title: Engaging Students Through Novel Instruction
HCPS#: 19-12-02-1S-20

Date: Every other Thursdays March 19—May 14, 2020
Time: 4:30pm—7:30pm
Place: Patterson Mill High School, Media Center

Deadline to Register: February 27, 2020
Class is limited to 30 Participants
Class minimum is 15 Participants

This course is available to current 6-12 grade HCPS employees ONLY

This course is designed for grades 6-12 teachers in any content area who wish to deepen their knowledge of whole and small group novel instruction. Teachers will develop their ability to plan novel instruction that incorporates best practices when looking at the novel as a whole. By exploring both planning and implementation strategies, participants will strengthen their knowledge and practice around purposeful novel instruction. Traditional chapter by chapter instruction that relies on comprehension questions, quizzes, and activities will be replaced with a focus on the whole novel and the use of student-centered authentic reading skills that can be transferred to all novel reading. Topics will include: planning the novel; best teaching practices for novel instruction; reader’s workshop approach; using text sets, book clubs and independent reading to support novel instruction; meaningful assessment practices. Participants will use time between each session to develop an instructional plan for a novel of their choice. Participants will access material and complete assignments through the itslearning platform.
Teacher Leadership: Developing Skills for Success  
17-12-07R

Coordinator:  
Jacqueline Tarbert  
Coordinator of Leadership and Professional Development

Instructors:  
Kate Johnson  
Curriculum Specialist, CEO

1 MSDE in-service Credit  
HCPS Course Fee: $35.00

This course is available to current K-12 HCPS employees ONLY

Course Title: Teacher Leadership: Developing Skills for Success  
HCPS#: 17-12-07R-1S-20

Date: Thursdays, March 12—April 2, 2020  
Time: 4:30pm—7:30pm  
Place: Bel Air Middle School, Media Center

Deadline to Register: February 20, 2020  
Class is limited to 30 Participants  
Class minimum is 15 participants

This course is designed for teachers grades K-12 who serves in formal and informal school leadership roles. Participants will gain an understanding of the characteristics of an effective teacher leader and home the skills necessary to constructively influence colleagues toward improved education practice. Upon completion of this course, participants will:

- Acquire an understanding of teacher leadership
- Acquire an understanding of effective teaching practices that result in increased student achievement
- Described how to use leadership qualities to influence colleague's’ instructional activities and decisions
- Discuss effective techniques to build and maintain professional relationships with colleagues
- Recognize the importance of collaboration skills in fostering a supportive team/school climate
  - Identify and described the three phases of coaching
  - Practice the techniques of coaching
This course will fulfill the Maryland Public Secondary Schools Athletic Association (MPSSAA) requirements for coaching.

ATTENDANCE AT ALL FOUR SESSIONS IS MANDATORY.
Monday through Wednesday classes will be held from 6:00pm—10:00pm. CPR/AED certification will be held on Thursday. Two classes will be offered at 3:15pm or 5:15pm. You will be sent an invitation to attend.

Please contact the Office of Athletics to register for classes.
Email patricia.smith2@hcps.org with the following information: address, city, state, zip, phone and coaching school. Please let us know at that time if you will need CPR/AED Certification.

Prerequisites: All perspective participants must have a coaching application on file with HCPS and a fingerprinting appointment scheduled or completed.

This course will provide information on the legal, ethical, regulatory and procedural aspects of coaching athletics in Harford County Public Schools. Topics such as: required forms for participation, county rules and regulations, team management, player safety, injury prevention, and relationship dynamics between, coaches, parents, students and officials will be covered. Participants will also earn CPR/AED certification.
Cooperative Education and Outdoor Initiatives
18-12-05

Coordinator:
Joseph Harbert
*Physical Education PK-8 & Health Education K-8*
*Adapted Physical Education PK-12*

Instructor:
Jessica Willson
*John Archer School*

1 MSDE in-service Credit
HCPS Course Fee: $50.00

**This course is available to current HCPS employees ONLY**

**Course Title:** Cooperative Education and Outdoor Initiatives
HCPS#: 18-12-05-1S-20

**Date:** May 4—May 7, 2020 (May 8 will be an inclement weather make up date)
**Time:** 4:00pm - 8:00pm
**Place:** Harford Glen

**Deadline to Register:** April 13, 2020
Class is limited to 15 Participants
Class minimum is 12 Participants

This workshop is designed to train educators on the value of cooperative education and outdoor initiatives. It is based on the concept of the Full Value Contract with all participants agree to sign. Individuals will learn the value of the group and the importance of group goals. All experience are “Challenge by Choice.” The course will focus on the philosophy, activities and debriefing process associated with this program and will discuss the value and application of this program in our schools.

Above and Beyond is a low ropes/cooperative education program and a part of the middle and high school physical education program. This course will provide the special training and instruction which is necessary for teachers to be permitted to utilize the low ropes program. It is utilized in numerous other instructional arenas as well as by staff and employees.
Utilizing Office 365 for Educators
15-12-07

Coordinator:
Martha Barwick,
Office of Technology

Instructors:
Erik Snyder
Aberdeen High School

<table>
<thead>
<tr>
<th>Course Title: Utilizing Office 365 for Educators</th>
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<tbody>
<tr>
<td>HCPS#: 15-12-07-1S-20</td>
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Date: Tuesdays, February 4—April 21, 2020
Time: 4:30pm - 7:30pm
Place: Harford Technical High School, Room 104

Deadline to Register: January 14, 2020
Class is limited to 18 Participants
Class minimum is 15 Participants

3 MSDE in-service Credit
HCPS Course Fee: $75.00

This course is available to current K-12 HCPS employees ONLY

Attendance at all sessions is mandatory. Due to the sequential nature of this course, there are no make-up sessions.

This Three credit course is designed for educators who wish to use Microsoft Office 365 Productivity software (Microsoft Word, PowerPoint, Outlook, OneNote and OneDrive) to more effectively collaborate, organize information, and produce materials in order to enhance student achievement and teacher productivity. Participants will learn how to use the various features of the applications to design, implement and assess learning experiences which integrate the Office applications in authentic learning. This course will support both the Maryland Teacher and Student Technology Literacy Standards.
Course Title: Education That is Multicultural in the Classroom of the 21st Century
HCPS#: 18-12-08R-1S-20

Dates: Thursdays, January 9—April 16, 2020
Times: 4:30 pm - 7:30 pm
Place: Center for Educational Opportunity, Room 141

Deadline to Register: December 17, 2020
Class is limited to 30 Participants
Class minimum is 15 Participants

Each local school system must demonstrate full and rigorous compliance with all components of the Education That Is Multicultural regulation including curriculum infusion, instruction, staff development, climate, and instructional resources. The HCPS Master Plan requires that new professional hires take the in-service course Education That Is Multicultural in the Classroom of the 21st Century within two years of employment.

This course fulfills the ETM course requirement of all HCPS newly hired professional staff and is designed to equip participants with the in-depth insight and skills to effectively provide sound instruction for a diverse student population.

Through this course participants will
◊ explore one’s own cultural experience and identify how this impacts the learning environment for students;
◊ identify and infuse education that is multicultural in school climate, instructional strategies, and curriculum content;
◊ analyze factors that either promote or impede equity in education and thus affect student success;
◊ apply appropriate instructional strategies designed to meet the divergent student learning styles of the classroom of the 21st century;
◊ reduce the academic gap among cultural and socioeconomic groups; and
◊ effectively plan for the learning needs of all children through differentiated instruction.

Upon completion of the course, participants will incorporate Education That Is Multicultural as they:
◊ design, share, and implement a Cultural Proficiency Action Plan which promotes the success of all students; and
◊ assess the learning styles of students and demonstrate methods of matching teaching styles with learning styles.

For all questions regarding this course, contact Kim Sullivan, Office of Equity and Cultural Proficiency at 410-809-
The reading requirements were adopted by the State Board of Education effective January 1999. Therefore, the reading course work is not required for an employee until he or she receives a new certificate issued in 1999 or thereafter.*

If your teaching certificate is endorsed in the following area:

<table>
<thead>
<tr>
<th>Early Childhood/Elementary:</th>
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<tbody>
<tr>
<td>Early Childhood Education</td>
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<tr>
<td>Elementary Education</td>
</tr>
<tr>
<td>Generic Special Education Birth-3/1-8</td>
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<tr>
<td>Mathematics Instructional Leader</td>
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<tr>
<td>Instructional Leader: STEM PreK-6</td>
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<table>
<thead>
<tr>
<th>Middle School Areas (4-9):</th>
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<tbody>
<tr>
<td>English Language Arts, Mathematics, Science, Social Studies, Mathematics Instructional Leader 4-9</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>General Secondary Content Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional and Technical Education, Severely and Profoundly Disabled, Social Studies, Generic Special Education grade 6-Adult, Specialized Professional Areas, Speech Communication, Technology Education, Theater, Work-Based Learning Coordinator</td>
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<tr>
<th>Specialty Areas (PreK-12):</th>
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</thead>
<tbody>
<tr>
<td>American Sign Language, Art, Dance, English for Speakers of Other Languages, Environmental Education, Health, Music, Physical Education, World Languages</td>
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<table>
<thead>
<tr>
<th>You will need</th>
<th>To include course work in the following areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 credits</td>
<td>· Processes and Acquisition of Reading Skills</td>
</tr>
<tr>
<td></td>
<td>· Instruction of Reading</td>
</tr>
<tr>
<td></td>
<td>· Reading Assessment</td>
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<tr>
<td></td>
<td>· Materials for Teaching Reading</td>
</tr>
<tr>
<td>6 credits</td>
<td>· Methods of Teaching Reading in the Content Areas, Part I <em>(taken prior to 7/1/2020)</em></td>
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<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>· Literacy in the Content Area, Part I</td>
</tr>
<tr>
<td></td>
<td>· Methods of Teaching Reading in the Content Areas, Part II <em>(taken prior to 7/1/2020)</em></td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>· Literacy in the Content Area, Part II</td>
</tr>
<tr>
<td></td>
<td>· Teaching Literacy Through Comprehensive Musicianship (those with Music Certification)</td>
</tr>
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* Alternative Options: MSDE has alternative options for satisfying certificate renewal reading requirements. Information regarding the options can be found in the “Reading Requirements/Alternative Options” section of the General Certification Information document on SharePoint: HR/Certification site.

* If you hold certification in an area that requires 12 credits and another area that requires 6 credits, you must complete the 12 credits to maintain both certification areas.

* Effective July 1, 2017, there was a transition from “reading” to “literacy” credits for those areas requiring 6 semester hours/credits. The transition is from “Teaching Reading in the Content Areas, Parts I and II” to “Teaching Literacy in the Content Areas, Parts I and II.” Details are outlined in the General Certification Information document on SharePoint: HR/Certification site.

* Administrators and specialists who hold teaching certificates in the area(s) above must complete the appropriate reading course work to maintain the teaching certificate in the endorsed area(s).
At this time, reading courses will not be offered through HCPS.
All reading courses are offered through local colleges and universities, as well as area school systems. We have provided some options for you to pursue.

**Local School Systems:**
Cecil County Public Schools-
Baltimore County Public Schools-
Baltimore City Public Schools

**Local Colleges/Universities:**
Harford Community College
Cecil Community College
Goucher College
Gratz College
Notre Dame of Maryland University
Towson University

**MSDE** offers online courses through Thinkport- [https://www.thinkport.org/online-courses-overview.html](https://www.thinkport.org/online-courses-overview.html)

*HCPS Employees Please Note:* Standard HCPS course fees apply to all courses including the reading courses listed in this catalog. The reading courses offered in this catalog are offered at our low tuition rates as a service to our employees, as well as other teachers interested in MSDE certification. Reading courses are required by MSDE as necessary to maintain certification. Current certification is required by HCPS as a part of your contract. These courses are also available at local colleges and universities.
Online Courses Featuring

Thinkport

Harford County Public Schools is offering to all educational personnel the opportunity to take online Professional Development classes for MSDE credit through Thinkport. Select classes are also available for college credit. The courses are sponsored by Maryland PBS TeacherLine. Thinkport offers directed online courses focused on Maryland State Curriculum and facilitated by a Maryland educator. Access Thinkport at http://www.thinkport.org/msde-cpd-credit.html

Please refer to the website at Thinkport.org for course availability and start dates. Courses are 6 weeks long unless otherwise noted. All resources and materials will be provided. All you need is a computer and Internet access.

Here’s how it works:

Step One: Review the online courses that are eligible for MSDE credit. Complete course descriptions may be found on Thinkport. Access Thinkport at http://www.thinkport.org/msde-cpd-credit.html

Step Two: Register for classes through Thinkport.

Step Three: Pay for the course through Thinkport. Early registration discounts may be available.

Step Four: Once you successfully complete the course, Maryland Public Television will mail your credit form and grade within a week of completing the course. Credits forms should be submitted as follows:

- **HCPS Certificated Employees** – Submit the credit certificate to the Professional Development Office at the CEO. Please retain a copy of the certificate for your records.

- **Certificated Employees of other Maryland school systems** – Submit your credit memo to your Human Resources office with a letter explaining the request and including identifying information such as name and employee ID#. Please retain a copy of the certificate for your records.

- **If you are not currently teaching**, forward the original credit slip to the Maryland State Department of Education Certification Office if you decide to request a renewal of your certificate in the future. The submission should include a cover letter explaining the request and identifying information such as name, current address, phone number, and social security number.

Contact Patricia Prouett at pproutt@mpt.org for more information
Look for the Summer/Fall 2020 Catalog
In April 2020