CONTINUING PROFESSIONAL DEVELOPMENT
SPRING 2027 CPD COURSE OFFERINGS

Harford County Public Schools Office of Professional Learning welcomes you to a broad range of professional and personal development opportunities. These offerings focus on the development of skills and the acquisition of knowledge enhancing your performance and satisfaction as a professional educator. We strive to give participants the opportunity to have experience and training in new approaches and techniques and to increase professional competence and knowledge.

Online registration for courses opens on November 5, 2026, and will take place through our Kickup platform unless noted otherwise.

Continuing Professional Development (CPD) classes are offered for all HCPS personnel. Course guideline limitations apply to all registrants.

TABLE OF CONTENTS

Section	Page
Spring Courses	2-3
Care and Prevention Classes	4
Course Descriptions	5-6
Kickup Information	7
HECTOR Information	8
Professional Learning General Information	9-10
Thinkport	11

SPRING COURSES

<table>
<tr><th>Course</th><th>Delivery Method</th><th>MDSE#</th><th>Credits</th><th>Dates</th><th>Time</th><th>Instructors</th><th>Deadline to Register</th><th>Fees</th></tr>
<tr>
<td>Educational Equity in Harford County
(formerly Education That is Multicultural in the Classroom of the 21st Century)

Class Limit: 22 Participants
Class minimum: 15
Audience: Current HCPS employees ONLY</td>
<td>Virtual meeting 1 per week, including 14 hours of synchronous

Course materials are available on Canvas.

Directions will come from your instructor.</td>
<td>24-12-01
1S-27</td>
<td>3 CPD
OR
45 Licensure Points</td>
<td>January 7 – April 22, 2027

Session Breakdown
Weekly sessions on Thursdays 4:15-5:15 PM
<table>
<tr><th>Session</th><th>Date</th></tr>
<tr><td>1</td><td>Jan 7</td></tr>
<tr><td>2</td><td>Jan 14</td></tr>
<tr><td>3</td><td>Jan 21</td></tr>
<tr><td>4</td><td>Jan 28</td></tr>
<tr><td>5</td><td>Feb 4</td></tr>
<tr><td>6</td><td>Feb 11</td></tr>
<tr><td>7</td><td>Feb 18</td></tr>
<tr><td>8</td><td>Feb 25</td></tr>
<tr><td>9</td><td>Mar 4</td></tr>
<tr><td>10</td><td>Mar 11</td></tr>
<tr><td>11</td><td>Mar 18</td></tr>
<tr><td>12</td><td>Apr 1</td></tr>
<tr><td>13</td><td>Apr 15</td></tr>
<tr><td>14</td><td>Apr 22</td></tr>
</table>
</td>
<td>4:15pm–5:15pm</td>
<td>Meredith Heldt
merheldt@hcps.org</td>
<td>December 17, 2026</td>
<td>HCPS: $0.00</td>
</tr>
<tr>
<td>Introduction to Sign Language I

Class Limit: 25 Participants
Class minimum: 15
Audience: Current HCPS employees ONLY</td>
<td>In person

Patterson Mill High School, Media Center</td>
<td>24-00-05PP
1S-27</td>
<td>45 Licensure Points</td>
<td>Thursdays, January 7 – April 29, 2027</td>
<td>4:30pm-7:30pm</td>
<td>Carrie Clark
carrie.clark@hcps.org

Stephanie Weiner
stephanie.weiner@hcps.org</td>
<td>December 17, 2026</td>
<td>HCPS: $0.00</td>
</tr>
</table>

Spanish for Communication II Class Limit: 20 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	In person Bel Air High School	24-00-05RR 1S-26	30 Licensure Points	Tuesdays, March 2 – May 11, 2026	5:00 – 8:00pm	Adriana Nunez adriana.nunez@hcps.org	February 9, 2027	HCPS: $0.00

We reserve the right to cancel any course due to low enrollment.

COURSES IN HECTOR

To register: HECTOR LINK

See page 7 or click here for course registration procedures.

SPRING COURSES

Course	Delivery Method	MDSE#	Credits / Points	Dates	Time	Instructors	Deadline to Register	Fees
Care and Prevention of Athletic Injuries Class Limit: 40 Participants Class minimum: 15 Audience: HCPS Coaches Only	In person Aberdeen High School	24-00-05DD 1S-26	1 CPD OR 15 Licensure Points	The course will meet February 9, 10, 16 and 17, 2027	7:00pm – 9:00pm	Erica Richardson erica.richardson @hcps.org	January 19, 2027	HCPS: $0.00

We reserve the right to cancel any course due to low enrollment.

COURSE DESCRIPTIONS:

Care and Prevention of Athletic Injuries

The fee for this course has been waived for all HCPS Employees, as well as HCPS coaches and assistant coaches.
This course will fulfill the Maryland Public Secondary Schools Athletic Association (MPSSAA) requirements for Coaching.

***ATTENDANCE AT ALL FOUR SESSIONS IS MANDATORY**

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. **This course is for HCPS COACHES ONLY.**

Educational Equity in Harford County

Formerly Education That is Multicultural in the Classroom of the 21st Century

All new professional staff are required to take this three-credit in-service course within the first two years of employment. This course replaces the Education that is a Multicultural Course (previously required) and aligns with the Educational Equity in Maryland, COMAR 13A.06.01. This course is designed to educate staff on COMAR 13A.06.01 Educational Equity in Maryland and the HCPS Educational Equity policy and procedures and infuse equity and cultural proficiency principles and supporting instructional strategies into curriculum, instruction, assessment, school climate, and instructional material selection. All participants will develop lesson plans that will demonstrate an understanding of educational equity and culturally proficient pedagogy.

NOTE: Participants are expected to attend all virtual meetings and complete all assignments. Participants can expect to complete 31 hours of discussions and assignments in addition to the 14 hours of synchronous, virtual class meetings.
For all questions regarding the course, contact Kim Sullivan, Office of Equity and Cultural Proficiency at 410-809-6065

Introduction to Sign Language I

Participants of this course will be introduced to the basic structures, features, vocabulary, and fingerspelling of sign communication systems. An overview of the deaf culture, educational options for students who are deaf and hard of hearing and hearing loss will be presented.

Upon completion of this course, participants will be able to

- Recognize and form letters of the manual alphabet.
- Fingerspell first and last names.
- Receptively and expressively fingerspell simple words
- Accurately display the four parameters (e.g., handshape, movement, location, palm orientation) necessary to produce a minimum of 100 signs.
- Use signs for practical application in the classroom (e.g., sign the Pledge of Allegiance, a story, song, or poem)

Spanish for Communication II

Prerequisite – Spanish for Communication I

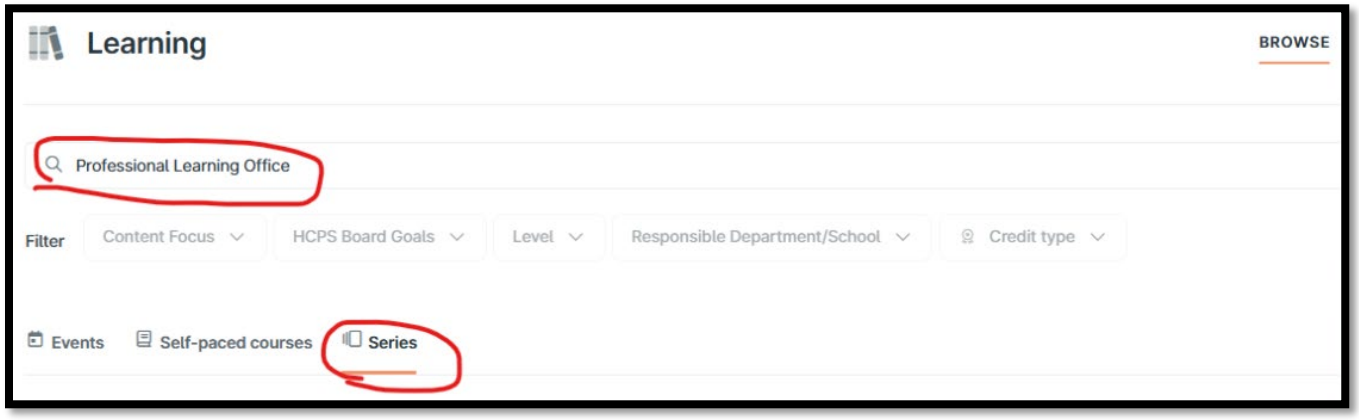
This course will build upon the basic fundamentals of the Spanish language necessary for practical situation in order to assist Spanish speaking students and parents in schools established in Spanish for Communication I. The course seeks to develop the interpersonal, interpretive, and presentational skills of the speaker and will mainly be tough in the target language.

Kickup Directions

HCPS is transiting from HECTOR to Kickup to support MSDE licensure and track professional development activities both within and outside the district. You can now access Kickup through a button on the HCPS homepage using HCPS single sign-on. Tile will look like this:

To help you get started, a video tutorial is available to guide you through the platform.
https://youtu.be/MwRPtZB5jO8

All CPD course will start with *Professional Learning Office – CPD course*: in the title. Best practice when browsing is to select series.



Thanks to Mrs. Erin McMasters for this quick tutorial on how to register.

Kickup Register for Equity Course 1.mp4

HECTOR 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.

HECTOR LINK

Please click here for course registration procedures.

HCPS employees should register for all courses contained in this catalog through HECTOR.

HECTOR can be accessed at your work location and/or at home with your HCPS Username and Password. (This is the same password that you would use to access your HCPS email account.)

- Payment for all courses will be done at the time of registration through PayPal.
- **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-HCPS Employees will set up an account in HECTOR.

- Course registration should be done though HCETOR.
- 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.
- **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.

Professional Learning General Information

Eligibility for Credit

Successful participation in a 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.
- One (1) MSDE in-service credit is equivalent to 15 Professional Development Points.
- 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.

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 Kickup, HECTOR or Thinkport) course fees are not eligible for tuition reimbursement.

Contact the HCPS Benefits Office, Benefits@hcps.org, 410-588-5275 for more information.

CERTIFICATION

Do you have certification question? 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 (M30)
- Master's +60

Specific questions regarding individual MSDE courses should be directed at follows:

- For HCPS certificated employees who hold an APC, Contact Carolyn CJ Harbach at Carolyn.Harbach@hcps.org
- For HCPS certified employees who hold a Conditional Certificate/License, Contact Maranda Scott at Maranda.Scott@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.

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 by emailing the Professional Learning Office, hcpsprofessionallearning@hcps.org . Course withdrawal is not completed 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's 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.

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 attends 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 the 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.

The Harford County Public School System (HCPS) does not discriminate based on race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law regarding 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

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 **Think**port. Select classes are also available for college credit. The courses are sponsored by Maryland PBS TeacherLine. **Think**port offers directed online courses focused on Maryland State Curriculum and facilitated by a Maryland educator.

Access **Think**port at
http://www.thinkport.org/msde-cpd-credit.html

Please refer to the website at **Think**port.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 **Think**port.
Access **Think**port at http://www.thinkport.org/msde-cpd-credit.html

Step Two: Register for classes through **Think**port.

Step Three: Pay for the course through **Think**port. 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 Learning Office at the Roberty Building, Attention Lori Gohlinghorst. 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 Proutt at pproutt@mpt.org for more information.