

2022 - 2023

Conditionally Certified Instructional Staff



Handbook



Revised 08.22.22



Welcome To #TeamHCPS

As a new member of our instructional staff, welcome to what promises to be an exciting professional journey. We hope you find your new career path with us both rewarding and enriching. As a conditionally certified teacher, your path to state certification is a vital part of your professional journey. This booklet has been created to provide relevant information and resources necessary to successfully prepare for state certification eligibility. Although the road to certification is different for each conditionally certified teacher, we hope you find this booklet an invaluable resource.

We look forward to celebrating the ongoing impact you will make in the lives of our students and families.

Here's to a successful academic year,

Sherron Foster-Moore

Sherron Foster-Moore
Diversity Retention & Recruitment Specialist

Aretha Young

Aretha Young
Certification Team Leader



PATH TO CERTIFICATION



Initial Meeting

Conditionally certified teachers will participate in an initial meeting with a HCPS certification representative to review current credentials, receive a personalized evaluation of required coursework, and establish a plan of action for the completion of outstanding certification requirements. Teachers are encouraged to ask questions during the meeting to ensure they fully understand their specific requirements to obtain state certification including their completion timeline.



Education Requirements

Elementary Education	Secondary Education	Special Education
Content Coursework 48 credits	Content coursework 30 credits	Special education content coursework 33-39 credits
Professional education coursework 27 credits	Professional Education coursework 21 credits	



Testing Requirements

[MSDE Testing Information](#)

[ETS Praxis Information](#)

Praxis I- If G.P.A for most recently earned degree is under 3.0, the Praxis I is required.

Praxis II Content is required for most secondary, special education and elementary certification.

Praxis II Pedagogy is valid only if taken before 6/30/2025. Afterwards, teachers must complete the edTPA assessment in place of the Praxis II Pedagogy.

edTPA will be required for all instructional staff after 6/30/2025 for the Pedagogy requirement only. Teachers are still required to complete Praxis I (if not exempt) and Praxis II Content.



Experience Requirements

All conditionally certified teachers must complete one of the following:

- One-year of satisfactory teaching experience.
- One year of long-term sub experience.
- Approved student teaching experience supervised by a university advisor.



The Educator Application & Certification Hub (TEACH)

In April, MSDE released The Educator Application and Certification Hub (TEACH). Existing applicants and certificate holders will need to complete a one-time registration by visiting <https://certificationhub.msde.maryland.gov>. You will be required to upload verification of identification such as a driver's license or passport. Verification of your identification must be completed before any service or request can be completed.

When registering please ensure your email address is updated. The Office of Certification will provide updates and notifications to teachers through TEACH when reviewing certification applications/requests.

TEACH requires educators to submit an application/request for a MSDE certificate to be renewed, issued, add an endorsement, or name change. **The Office of Certification can no longer initiate certification transactions on behalf of HCPS contracted educators.** Below are instructions on how to request a certification service through the TEACH Educator Dashboard. All available applications/requests can be found under "Online Services".

Online Services

[Renew my Unexpired Certificate](#)

[Add Endorsement to an existing certificate](#)

[Transcript Analysis Evaluation Request](#)

[Remove an Endorsement](#)

[Request a Name Change](#)

[Request Verification of my Certification](#)

[Update my Highest Degree](#)

[Request Verification of my Test Scores](#)

Certificate Renewal

ALL certificate holders and/or administrator must complete the following steps within six months of the certificate expiration date.

- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for renewal.
- All transcripts and other documents should be sent to the Office of Certification for verification and will be uploaded by our office.

Endorsements

- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for endorsement.
- Step 3: Upload score report. (Note: Report not needed if assessment was taken after April 27, 2022, **AND** MSDE is listed as a score report recipient.)
- All transcripts and other documents should be sent to the Office of Certification for verification and will be uploaded by our office.

Transcript Analysis

- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for a Transcript Analysis

Name Change

- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for a name change

Certification Fee

- MSDE charges \$10 for all certificate renewals and initiate certificates. There is no charge for endorsements. The certificate fee will no longer be deducted from the HCPS payroll check. It is the certificate holder's responsibility to log into the Educator Dashboard to pay the certificate fee. The educator will be prompted to do so when the application/request is completed.
- The MSDE certificate will not be available to download or print until the certificate fee is paid.



COLLEGE & UNIVERSITY PARTNERSHIPS





Goucher College

Certification Coursework*	Graduate Programs
❖ Adolescent Development (ED601) ❖ Human Learning (ED680) ❖ Teaching Methodology (ED693) ❖ Assessment of Students (ED672) ❖ Inclusion of Special Needs Students (ED686) ❖ Secondary Reading (ED 682 & ED 630) *This list provides a sample of the certification coursework available at Goucher College. This is not an exhaustive list. Please refer to the college course catalog for all available coursework.	Master of Arts in Teaching Master of Education ❖ At-Risk and Diverse Learners ❖ Literacy Strategies for Content Learning ❖ Reading Instruction (MSDE-approved program for Reading Teacher Endorsement and Reading Specialist Certification) ❖ School Improvement Leadership (MSDE-approved program for Administrator I Certification) ❖ Special Education, Certified Teachers ❖ Teaching English for Speakers of Other Language (ESOL)
Direct Billing Arrangements	College Contact
Goucher College currently has a Harford County Public School (HCPS) cohort whereby tuition rates are reduced from \$499 per credit and offered at \$300 per credit. The school system is billed at the current reimbursement rate of \$900 per three-credit course. Teachers themselves pay a registration fee of \$25 per credit for each course.	For questions regarding coursework, graduate programs, and direct billing arrangements with HCPS, contact our college representative: Annalisa Czczulin Annalisa.Czczulin@goucher.edu 410.337.3044



Loyola University

Certification Coursework*	Graduate Programs
❖ Adolescent Development (TE603) ❖ Human Learning (TE603)) ❖ Teaching Methodology (TE 604 - TE611) ❖ Assessment of Students (TE612) ❖ Inclusion of Special Needs Students (SE761) ❖ Secondary Reading (RE 733 & RE744) *This list provides a sample of the certification coursework available at Loyola University. This is not an exhaustive list. Please refer to the college course catalog for all available coursework.	❖ Master of Arts in Teaching (MAT) ❖ Curriculum & Instruction for Social Justice ❖ Educational Leadership ❖ Educational Technology ❖ Kodaly Music Education ❖ Literacy Education ❖ School Counseling ❖ Teaching English Language Learners (TELL)
Direct Billing Arrangements	College Contact
Loyola University's currently has a partnership with Harford County Public School (HCPS) whereby tuition rates are reduced from \$620 per credit and offered at \$527 per credit. The school system is billed at the current reimbursement rate of \$900 per three-credit course. Teachers themselves are responsible for the remaining balance of \$681 per three-credit course.	For questions regarding coursework, graduate programs, and direct billing arrangements with HCPS, contact our college representative: Melissa Mulieri MCmulieri@loyola.edu 410.617.5095



Notre Dame of MD University

Certification Coursework*	Graduate Programs
❖ Adolescent Development (EDU519) ❖ Human Learning (EDU519) ❖ Teaching Methodology (EDU531, EDU533, EDU537, EDU539, EDU520) ❖ Assessment of Students (EDU544) ❖ Inclusion of Special Needs Students (SPE526) ❖ Secondary Reading (EDU580 & EDU 551) *This list provides a sample of the certification coursework available at Notre Dame of Maryland University. This is not an exhaustive list. Please refer to the college course catalog for all available coursework.	Accelerated Certification in Teaching (ACT) Master of Arts in Teaching (MAT) Admin & Supervision for Changing Populations Gifted and Talented Education Leadership in Teaching ❖ Administration & Supervision ❖ Cultural Proficiency Leadership ❖ Differentiated Instruction ❖ Digital Technology Leadership ❖ Library Media Specialist ❖ Math Instructional Leader
Direct Billing Arrangements	College Contact
Notre Dame of Maryland University's current tuition rate for graduate coursework is \$585 per credit or \$1,755 for each three-credit course. There is also a \$195 registration fee per semester. HCPS instructional staff will receive a discount of \$1395 per three-credit course and the registration fee will be waived. The school system is billed at the current reimbursement rate of \$900 per three-credit course. Teachers themselves are responsible for the remaining balance of \$495 per three-credit course.	For questions regarding coursework, graduate programs, and direct billing arrangements with HCPS, contact our college representative: Marcia Simpson MSimpson@ndm.edu 410.532.5350



Harford Community College

Certification Coursework*	Graduate Programs
❖ Adolescent Development (PSY214 or PSY216) ❖ Human Learning (PSY207) ❖ Teaching Methodology (EDUC220) ❖ Assessment of Students (EDUC219) ❖ Inclusion of Special Needs Students (EDUC217) ❖ Secondary Reading (EDUC206 & EDUC 209) *This list provides a sample of the certification coursework available at Harford Community College. This is not an exhaustive list. Please refer to the college course catalog for all available coursework.	NOT APPLICABLE
Direct Billing Arrangements	College Contact
Harford Community College's (HCC) current tuition rate for residents of Harford County is \$132.87 per credit for a total of \$478.32 per three-credit course. HCC provides a waiver for HCPS employees allowing them to pay in-county tuition regardless of their county or state of residence. In partnership with HCC, HCPS will be billed \$75 per credit hour for a maximum of 12 credits per fiscal year. HCPS staff will be responsible for the remaining charges including a \$75 registration fee per course. Students are required to satisfactorily complete all course requirements. In the event a student does not complete all requirements, the student will be responsible for the full cost of tuition and fees.	For questions regarding coursework, graduate programs, and direct billing arrangements with HCPS, contact our college representative: Professor Brigid Cook BCook@harford.edu 443.412.2084 ext. 2084



University of Phoenix

Certification Coursework*	Graduate Programs
❖ Adolescent Development (PSY214 or PSY216) ❖ Human Learning (PSY207) ❖ Teaching Methodology (EDUC220) ❖ Assessment of Students (EDUC219) ❖ Inclusion of Special Needs Students (EDUC217) ❖ Secondary Reading (EDUC206 & EDUC 209) *This list provides a sample of the certification coursework available at University of Phoenix. This is not an exhaustive list. Please refer to the college course catalog for all available coursework.	Master of Arts in Education ❖ Administration & Supervision ❖ Curriculum & Instruction ❖ Elementary Teacher Education ❖ Secondary Teacher Education ❖ Special Education
Direct Billing Arrangements	College Contact
Conditionally certified teachers can take University of Phoenix, Continuing Education courses. These graduate level courses are offered at a discount of 157.50 per credit. Additional costs such as a \$75 eBook fee per course applies. 3 credit course - \$472.50 (4-week sessions) 6 credit course - \$945	For questions regarding coursework, graduate programs, and direct billing arrangements with HCPS, contact our college representative: Nicole Berkebile Nicole.Berkebile@phoenix.edu (480) 290 - 4328

Direct Bill Process



Teachers who choose to use the Direct Bill benefit to cover the cost of their college tuition, **MUST** adhere to the steps outlined below.

- HR conducts an initial meeting with conditionally certified teacher to evaluate credits.
- Teacher decides whether to take individual courses or complete a graduate program.
- Teacher selects the college/university that best fits their needs.
- Teacher completes the application process for the selected college/university.
- If the teacher chooses to use direct bill, they will complete a direct bill form each semester.
- The direct bill form is approved by HCPS/HR.
- The approved form is sent to the university contact.
- The teacher enrolls in the approved course(s)

If you have any questions regarding this information, contact Aretha Young at Aretha.Young@hcps.org.



Graduate Course Direct Payment Form

(Conditional teachers only)

- ☐ Goucher ☐ Loyola ☐ U of
☐ HCC ☐ NDMU Phoenix

Name: _____

Student ID# _____

Term: _____

Emp ID#: _____

HCPS School/Location: _____

Teacher/Course Reimbursement Rate - \$300 per graduate credit hour

\$75 per undergraduate credit hour

All classes must be pre-approved in order to receive direct bill payment.

Should coursework exceed the allowed amount per the negotiated agreement, I understand I am responsible for the remaining balance. If my course grade is not a "C" or better, I understand that I will be responsible for payment to the college or university. I also understand I am responsible for the registration fees, books and any other charges incurred. I agree to allow the college/university to provide my original grade report to Harford County Public Schools. Harford County Public Schools tuition reimbursement cycle runs July 1 –June 30.

** Benefits are calculated on a **fiscal year** basis and reimbursements will be counted against the fiscal year in which the course is completed **

(Maximum reimbursement for conditional teachers is 12 credits per fiscal year)

Course Number	Course Title	Number of Credits	Semester & Year

Student Signature

Date

HR Approval Signature

Date



Master's Degree vs. Master's Equivalent

Master's Degree

A Master's Degree is a certification, awarded by an accredited university, recognizing that a person has mastered a well-established and generally agreed set of knowledge within a specific area. Earning a Master's typically requires about 40 credit hours of coursework with a minimum grade of 3.0 (or a B). However, some programs enable students to earn their degrees in fewer credits without compromising the quality and integrity of the coursework.

Master's Equivalent

A master's equivalency is earned by completing **30 semester hours (shrs)** of post-baccalaureate graduate credit from a regionally accredited college/university and/or Maryland State Department of Education (MSDE) approved Continuing Professional Development (CPD) credits. A maximum of 15 shrs of CPD credits can be used, while a **minimum of 15 shrs of graduate credits is required.**

NOTE: A master's equivalency also can be earned by completing at least two bachelor's degrees with a minimum of 30 shrs in the second degree or a total of 150 credits earned with both bachelor's degrees. For teachers of trades and industry subjects not requiring a bachelor's degree, a master's equivalency may be earned when a program of 36 shrs for the APC has been completed.



Successful completion of all applicable Praxis exams is a requirement for Maryland State Certification. To assist conditionally certified teachers with this important requirement, the following resources are available:

❖ **ETS**

- ❖ Offers a wide variety of Praxis information and test prep resources. Some are offered free of charge.

[ETS Praxis Info](#)

❖ **Khan Academy**

- ❖ Offers free online diagnostic testing and practice test questions for Praxis Core Exams.

[Khan Academy Praxis Core Prep](#)

HCPS offers assistance with the purchase of Praxis Test prep resources (print and online) for conditionally certified teachers only. For additional information, please email Sherron Foster-Moore at Sherron.Fostermore@hcps.org.



Beginning, July 1, 2025, Praxis Pedagogy exams will no longer be accepted by the MSDE to satisfy Maryland State certification requirements. Consequently, the edTPA assessment will replace the Praxis Pedagogy exams. The remaining Praxis Core and Content Area exams will continue to serve as a requirement for state certification. Below is a link to an edTPA candidate resource packet for your review.

[edTPA Candidate Support Resource](#)

Conditionally Certified Teacher Checklist



- _____ Accept position with HCPS as a conditionally certified teacher.
- _____ Conduct transcript analysis with Ms. Young in Certification.
- _____ Select college/university, apply for admittance, and select coursework.
- _____ Submit Direct Billing Approval Form to Certification office.
- _____ Upon approval, register for coursework.
- _____ Use course analysis worksheet to keep track of completed courses.
- _____ If you are unsure whether a course meets your certification requirements, please contact Ms. Young **BEFORE** registering for the course.

Pro Tip: At the close of each semester, save or print an unofficial transcript of your coursework and keep for your records.



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