

MSDE CERTIFICATION AND MCPS SALARY INFORMATION

Thank you for your interest in teaching for Montgomery County Public Schools (MCPS)! This information sheet is to help you understand some basic information about Maryland certification. More details are available on the Maryland State Department of Education (MSDE) Certification & Educator [Website](#).



ROUTES TO MARYLAND EDUCATOR CERTIFICATION

- **APPROVED TRADITIONAL OR ALTERNATIVE TEACHER PREPARATION PROGRAM**
 - This route is when educators who complete a college/university program, including student teaching or a similar supervised experience, in Maryland, another U.S. State or territory, or through a foreign country, that leads to teacher certification.
 - In addition to the preparation program, the educator must also satisfy Maryland testing requirements:
 1. Passing all [Maryland tests](#); or
 2. Submitting a valid or expired out of state or foreign professional teaching certificate with 2 years of written verified satisfactory teaching experience in the subject area of Maryland Educator application.
- **EXPERIENCE PROFESSIONAL (ALSO KNOWN AS RECIPROCITY BASED ON APPROVED EXPERIENCE)**
 - This route is when educators come to Maryland with a valid out of state or foreign professional teacher certification and at least 3 years of written verified satisfactory teaching experience within the most recent 7 years prior to applying for a Maryland Educator Certificate. The experience and certification area must match, eg., the educator has written verified experience teaching third grade, is certified in elementary education, and is applying to be an elementary teacher in Maryland.
- **NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS BOARD CERTIFICATION**
 - This route is when an educator presents a valid NBPTS certification in a similar Maryland certification area.
- **TRANSCRIPT ANALYSIS**
 - This route is when educators must complete additional college/university coursework, testing, and/or satisfactory teaching experience on a Maryland Conditional Certificate in order to obtain a standard or professional Maryland Educator certificate.



TYPES OF MARYLAND CERTIFICATES

- **CONDITIONAL DEGREE CERTIFICATE (CDC or CND) (Valid 2 years)**
 - Issued only at the request of a local school system superintendent to an applicant employed in a local school system who does not meet the requirements to qualify for a standard or advanced professional certificate.
- **PROFESSIONAL ELIGIBILITY CERTIFICATE 1 (PEC) (Valid 5 years, only issued by MSDE)**
 - Issued to an applicant who meets all certification requirements and is not currently employed in a MD local school system.
 - Once employed by MCPS, you must receive the appropriate regular certificate (SPC or APC) as required by MSDE. The SPC or APC will replace the PEC and requires an additional fee.
- **RESIDENT TEACHER CERTIFICATE (RTC) (Valid 2 years)**
 - Issued to an applicant who has been selected by a Maryland local school system to participate in a specialized Maryland Approved Alternative Preparation Program (MAAPP).
- **STANDARD PROFESSIONAL CERTIFICATE 1 (SPC1) (Valid 5 years)**
 - Issued to an applicant who meets all certification requirements and is employed in a MD local school system or accredited non-public school.
- **STANDARD PROFESSIONAL CERTIFICATE 2 (SPC2) (Valid 5 years)**
 - Issued to an applicant who previously held the SPC I, is employed by a Maryland local school system or an accredited nonpublic school, is not yet eligible for the APC, and completes 3 years of satisfactory school related experience and six acceptable credits.
- **ADVANCED PROFESSIONAL CERTIFICATE (APC) (Valid 5 years)**
 - Issued to an applicant who has completed a master's degree, **or** the APC equivalent:
 1. A minimum of 36 semester hours (including at least six semester hours must have been completed in the five years preceding the issuance of the APC) of post-baccalaureate course work which must include at least 21 semester hours of graduate credit, with the remaining 15 semester hours including graduate, undergraduate, and/or Maryland State Department of Education (MSDE) CPD credits; or
 2. Obtained National Board Certification and earned a minimum of 12 semester hours of approved graduate course work earned after the conferral of the bachelor's or higher degree.
 - Completed 3 years of satisfactory school related experience.

For Applicants without MD Certification

MSDE CERTIFICATION AND MCPS SALARY INFORMATION

This information sheet is to help you understand how you qualify for certain salary lanes as an educator for Montgomery County Public Schools (MCPS). MCPS uses graduate or MSDE approved CPD coursework earned after the conferral of the first bachelor's degree. More information can be reviewed on our [salary information page](#).



SALARY LANES

If a master's degree includes more than 30 semester hours of graduate credits, those additional graduate credits are creditable toward the total of 60 or 90 credits needed for +30 or +60 salary lane. Non-degreed Professional Technical Education educators should contact the Certification Unit for additional information.

- **BACHELOR'S**
 - Bachelor's degree
- **MASTER'S OR MASTER'S EQUIVALENT (M/MEQ)**
 - Master's degree; OR
 - Two bachelor's degree conferrals (not two majors) with a minimum of 30 credits in the second degree or a total of 150 credits with both degrees; OR
 - A minimum of 30 post-baccalaureate credits, including a minimum of 15 graduate credits; the remaining 15 credits may be graduate and/or MSDE continuing professional development (CPD) credits
- **MASTER'S OR MASTER'S EQUIVALENT + 30 (M+30/MEQ+30)**
 - A minimum of 60 post-baccalaureate credits, including a minimum of 15 graduate credits; the remaining 45 credits may be graduate and/or MSDE CPD credits
- **MASTER'S OR MASTER'S EQUIVALENT + 60 (M+60/MEQ+60)**
 - A minimum of 90 post-baccalaureate credits, including a minimum of 15 graduate credits; the remaining 75 credits may be graduate and/or MSDE CPD credits

NOTE: MCPS does not have a doctoral salary lane. Salary lanes are determined only by applicable coursework earned after the first bachelor's degree with a grade of C or better.



REMINDERS and TIPS

- Once you are hired by MCPS, please ensure that you review the information for new hires and complete any tasks necessary to be able to receive your Maryland Educator certificate. Please review the MCPS Certification Unit [new hire information page](#) for more information.
- Regardless of your educator type (teacher, specialist, or administrator), if you have never held a Maryland Educator Certificate, you will need to complete the Application for Certification. Maryland Educator certification is for all educator types, such as:
 - Classroom Teacher
 - Library Media Specialist
 - School Counselor
 - School Social Worker
 - School Psychologist
 - Pupil Personnel Worker
 - Assistant Principal
 - Principal
- Work closely with the staffing team that hires you to ensure your initial salary lane placement is accurate and all proper documentation, such as transcripts and verified experience, are on file.
- Educators with foreign earned degrees must have a course by course evaluation completed by an [MSDE approved agency](#).
- Montgomery County Public Schools (MCPS) Certification Unit handles **ALL** of your certification needs once you are employed with MCPS. We are MSDE for MCPS certificated educators.