

## **For current MD certificate holders: how to access your MD teaching certificate on-line**

To access a current certificate, Maryland certificate holders may go on-line with the Maryland State Department of Education (MSDE) Educator Information System. If they have not yet done so, they must create an Educator account with MSDE. Please follow the directions below to create your account and view and print the current Maryland certificate.

### **Accessing the website:**

1. Go to [www.mdcert.org](http://www.mdcert.org).
2. Click on Login here... in the upper center of the page. You will be taken to a new window. Ensure your Pop-up blocks are disabled if you do not see the new screen.

### **Create a user account:**

1. Click on NEW USER.
2. Input your SSN, Date of Birth and your Last name in the prescribed format.
3. Type in the validation characters which are case sensitive.
4. Click 'Next Page.'

### **Create your user name and password:**

1. Use your AACPS e-mail address ([yourname@aacps.org](mailto:yourname@aacps.org)) as your username.
2. Create your password using the guidelines at listed on the screen. Please make a note of this password for future access to your account. AACPS does not have access to your passwords.

### **View and Print the certificate:**

1. Click 'View Certificate' on the menu list at the left of the screen (you must have Adobe Reader on your PC).
2. Print or save the file as needed.

Newly renewed certificates may take up to 90 days to appear on the website. Once the certificate is approved, you will be able to go back to this account to view and print your certificate at any time.

Renewed certificates will not appear before the first day of the new validity period.