

This information applies to all teachers NEW to Anne Arundel County Public Schools:

SUBMIT YOUR CERTIFICATION INFORMATION TO AACPS-Human Resources

Please review carefully and choose applicable directions



IF YOU HOLD A CURRENT or EXPIRED MARYLAND CERTIFICATE:

Please upload a copy of the Maryland certificate to your application file (file copy found on MSDE-EIS site*) to your BrassRing applicant file on our site OR

Fax a copy of your Maryland certificate to 410.222.5600 OR

Mail a copy of the Maryland certificate to:

Human Resources (new hire file)

AACPS

2644 Riva Rd.

Annapolis, MD 21401

*You may follow the directions on the next page for creating your account on Maryland State Department of Education (MSDE) Educator Information System (EIS) steps A-C, then view/print/download your certificate.

IF YOU HAVE NEVER HELD A MARYLAND CERTIFICATE:

You must access the Maryland State Department of Education (MSDE) Educator Information System (EIS), open an Educator account and complete an initial Application for Certification. Carefully follow the steps on the next page to open an account on EIS.

Please note: As a new hire with AACPS, you will no longer submit documents to MSDE. You may still initially receive an e-mail requesting documentation to be sent to MSDE. Please send all documents instead to AACPS for your new hire file. You must also submit a copy of the MSDE application to your HR Hiring Clerk. Our AACPS Certification office will complete the processing of your certification request at a later date after your personnel file is complete.

If you are certified in another state, you must submit copies of all out-of-state Teaching Certificates to AACPS Human Resources for your personnel file.

Directions for applying for (and accessing) a MD teaching certificate on-line:

Persons new to teaching in Maryland must go on-line with the Maryland State Department of Education (MSDE) Educator Information System to create an Educator account with MSDE. Please follow the directions on the next page to create your account and your Certification Application.

A. Accessing the website:

1. Go to 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.

B. 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.'

(For any questions or problems with this part of the process, please see the contact information listed at the bottom of this page)

C. Create your user name and password:

1. Enter your e-mail address as your log-in per the instructions on the screen.
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. Click 'next page' to continue and fill in your account information.

D. Complete the Application:

1. Click 'Apply for Certification' on the menu list at the left of the screen.
2. Read the Welcome screen and continue through each screen following the instructions on screen to complete the application.
3. Answer each Suspension/Revocation question (required).
4. Read and accept the affirmation statement and privacy notice.
5. Submit the application.

E. Print your completed Application

1. This screen is your only chance to print the application. Print two copies of the application and verify that it has printed before closing the screen.
2. Keep one copy for your files.
3. Send the other copy to your hiring contact at Human Resources for your new hire file as this is our proof that you have completed this application.

Only after you have submitted all required documents to your hiring clerk including the above, your file will be cleared by your hiring clerk to your AACPS Certification Specialist for a review. You will receive a letter from your Certification Specialist after we have made the request to MSDE for your certificate. Once your certificate request is approved at MSDE (allow up to 90 days), you will be able to go back to this account to view and print your certificate. MSDE no longer mails certificates.

NOTE: Any questions specific to the MSDE-EIS application process may be directed to Joyce Matney at jmatney@aacps.org (last names A-K) or Nicki Carpenter at ncarpenter@aacps.org (last names L-Z). For questions regarding your HR personnel file, contact your assigned HR Hiring Clerk.