

**For educators new to Maryland: Directions for applying for 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 Portal to create an account with MSDE. Please follow the directions below to create your account and your Certification Application.

**Accessing the website and portal:**

1. Go to [www.mdcert.org](http://www.mdcert.org).
2. You will see **“To create a portal account or to log on to MSDE's Certification Educator Portal, please click [here](#).”** Once you click ‘here’, 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 PORTAL 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. Enter your email address as your login - this will become a permanent login name regardless if your email address changes in the future.
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.

**Complete the Application:**

1. Click ‘Apply for Certification’ on the menu list at the top 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.

**Print the MSDE response confirmation.**

1. MSDE will send you a confirmation email once the application has been submitted and received. Print this email.
2. Send a copy of this confirmation to your hiring contact at Human Resources.

Once you have submitted all required documents to your hiring contact, your file will be cleared to your AACPS Certification Specialist by your hiring contact. You will receive a letter from your Certification Specialist once we have made the request to MSDE for your certificate. Once your certificate request is approved at MSDE, you will be able to go back to this account to view and print your certificate.