



## Certification Renewal Requirements

For additional certification information, consult the Maryland State Department of Education (MSDE) Certification Branch website at [www.mdcert.org](http://www.mdcert.org)

**IF YOU ARE CURRENTLY EMPLOYED AS A CERTIFICATED PROFESSIONAL IN ANNE ARUNDEL COUNTY PUBLIC SCHOOLS AND:**

### HOLD A VALID STANDARD PROFESSIONAL CERTIFICATE I (SPC I)

You must submit the following to AACPS Human Resources to receive an SPCII:

- 6 semester hours of acceptable credit<sup>1</sup> that must include required reading courses, if needed
  - A Professional Development Plan<sup>2</sup>
- Three years of satisfactory professional school-related experience<sup>3</sup> must be completed  
**NOTE:** An SPC holder may submit for the APC as soon as all APC requirements including the required three years of satisfactory professional experience are met.

### HOLD A VALID STANDARD PROFESSIONAL CERTIFICATE II (SPC II)

You must submit the following to AACPS Human Resources to receive an initial Advanced Professional Certificate (APC):

- A master’s degree from a regionally accredited college or university in an area directly related to public education  
**OR**
- 36 post-baccalaureate semester credits from a regionally accredited college or university in an area directly related to public education consisting of a minimum of 21 graduate credits and a maximum of 15 additional credits of graduate, undergraduate or MSDE Continuing Professional Development (CPD) credits  
**OR**
- National Board Certification and a minimum of 12 semester hours of approved post-baccalaureate graduate credit, to include at least six semester hours related to your teaching assignment and any required reading credits
- A Professional Development Plan<sup>2</sup>

### HOLD A VALID ADVANCED PROFESSIONAL CERTIFICATE (APC)

You must submit the following to Human Resources to renew your APC:

- 6 semester hours of acceptable credit<sup>1</sup> that must include required reading courses, if needed
  - A Professional Development Plan<sup>2</sup>
- Note:** APC holders may also earn credit for renewal via approved activities. Please refer to the APC Renewal Allowable Activities List which can be found on the AACPS website at [www.aacps.org](http://www.aacps.org) > Staff > Forms > Maryland Teacher Certification OR on the Intranet > Human Resources > Certification > Activities for APC Renewal. Submit proof of credit as outlined. Credits as reported on the Unified Talent Learn. Grow. Succeed. (Unified Talent LGS), transcript as APC Renewal credit may also be used for renewal. Please submit transcript, dates included, to the Certification office in Human Resources.

### READING REQUIREMENTS

If you hold a certificate in early childhood education, elementary education or special education at those levels:

- Three credits in each of these reading courses are required:
- Processes and Acquisition of Reading
  - Instruction of Reading
  - Materials for Teaching Reading
  - Assessment for Reading Instruction
- OR**  
 In lieu of the above 12 credits, a qualifying score in the Praxis II #5205 Teaching Reading: Elementary may be submitted to satisfy the MSDE reading requirement. Please note that the successful completion of the test does not satisfy the six credits required for certificate renewal.

If you hold a certificate in a secondary education subject area, N-12/K-12/PreK-12 or Special Education at those levels:

- Three credits in each of these reading courses are required:
- Teaching Reading in the Content Area Part I or Teaching Literacy in the Content Area Part I
  - Teaching Reading in the Content Area Part II or Teaching Literacy in the Content Area Part II

**If you have not completed the State reading requirements, a Reading Worksheet will be sent to you at the time of renewal.**

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<sup>1</sup>Acceptable credit is defined as post-baccalaureate coursework taken at a regionally accredited college/university or through MSDE approved Continuing Professional Development (CPD) credits related to the public school curriculum earned within 5 years immediately preceding the date on which the certificate is issued, and earned in reading courses (listed in the 'Reading Requirements' section of this document) if you have not yet completed them.

<sup>2</sup>The Professional Development Plan (PDP) is found online at [www.aacps.org](http://www.aacps.org)> Staff > Forms > MD Teacher Certification OR on the Intranet > Human Resources > Certification > Forms & Information.

<sup>3</sup>Satisfactory school-related experience is defined as professional experience as a teacher, specialist, administrator, or supervisor in a public school or accredited non-public school for which the overall evaluation rating is satisfactory or better. Human Resources will verify this experience on your behalf when requesting the issuance or renewal of a certificate.

### SENIOR TEACHER EXEMPTION:

The senior exemption is available to an AACPS certificated employee who is either:

- 55 years of age or older on the date his/her teaching certificate expires,
- OR
- has completed 25 or more years of successful, verified teaching experience (birth – grade 12) on the date his/her teaching certification expires.

If choosing to use this option, the educator is not required to submit any credits for the renewal of his/her teaching certificate.\* However, should MSDE or a future AACPS superintendent choose to revoke this option, the educator would be responsible for renewal requirements at that time. Further information can be found online at [www.aacps.org](http://www.aacps.org)> Staff > Forms > MD Teacher Certification OR on the Intranet > Human Resources > Certification > Senior Teachers.

### GENERAL INFORMATION:

A certificated educator may move to the APC prior to the expiration of the SPC if eligible. A request must be made in writing using the *Salary Increase/Certificate Change* form which can be found online at [www.aacps.org](http://www.aacps.org)> Staff > Forms > MD Teacher Certification OR on the Intranet > Forms > Human Resources > Certification > Forms & Information. Submit the form to Human Resources/Certification.

If an educator holds a specialist or administrator certificate, and does not have 'Special Education' listed in the Ancillary Credits section of his/her current certificate, an introduction to special education course or a course in the inclusion of special needs populations must be part of the renewal.

\*An educator who holds a certificate for teaching students with visual impairments will need to submit at least one course, continuing education unit, or professional development activity indicating the maintenance of Braille proficiency as part of, or in addition to, the regular renewal requirements.

\*An educator who holds a certificate in Guidance Counselor or School Counselor are required to comply with 'Laury'n's Law'. Please contact Student Services Office for information about regulation and training opportunities.

Courses carrying a 'D' or a lower grade cannot be used for certification.

### SUBMITTING MATERIALS TO HUMAN RESOURCES:

Submit all documentation required for certification to Human Resources/Certification by US mail or 'basket-mail'. All college/university transcripts must be official, original transcripts. Electronic transcripts are acceptable when sent directly from the college/university to [HRCOT@aacps.org](mailto:HRCOT@aacps.org). Photocopies or faxed transcripts are not acceptable. Please do not have the college or university send the transcripts directly to Human Resources; this may delay processing.

For credits earned as listed on the Advanced Professional Certificate Renewal Allowable Activities List, submit the documentation outlined as required for credit.

For APC renewal credits as listed on the Unified Talent Learn. Grow. Succeed. (Unified Talent LGS), print the full transcript reflecting the activities occurring only during the certificate validity period. The dates of the activities must be included on the transcript.

### FOR ADDITIONAL INFORMATION:

Additional information concerning state certificate requirements can be found on the Maryland State Department of Education (MSDE) website at [www.mdcert.org](http://www.mdcert.org).

### TO ACCESS YOUR MARYLAND CERTIFICATE:

For directions on how to access your Maryland certificate online in MSDE's Educator Information System (EIS), go to Intranet > Human Resources > Certification > Access a copy of your certificate.

### FOR CURRENT AACPS CONTRACTED EDUCATORS, DIRECT QUESTIONS ABOUT CERTIFICATION TO:

Educators with last names A-K:  
Joyce Matney, [jmatney@aacps.org](mailto:jmatney@aacps.org) or 410.224.6268

Educators with last names L-Z:  
Nicki Carpenter, [ncarpenter@aacps.org](mailto:ncarpenter@aacps.org) or 410.222.5079