

GUIDELINES FOR COMPLETION OF MSDE CPD CREDIT FORMS

Once the CPD experience has been fulfilled, a Maryland State Department of Education (MSDE) CPD credit form must be completed. **This form requires two signatures:** 1) the instructor of the CPD experience, and 2) the local school system (LSS) CPD liaison or nonpublic school official. This form is to be completed **after** the participant has completed successfully all the requirements for the experience.

The local school system CPD Liaison should provide the CPD course instructor with two copies of the “CPD Experience Credit Form” for each registrant of a course.

When completing the CPD credit forms, **Instructors/Coordinators** should:

- a) **Verify that all requirements**, as described in the approved abstract, have been completed successfully.
- b) **Complete two copies of the “CPD Experience Credit Forms”** for each participant ensuring that all the necessary information has been provided.
- c) Give each participant both of his/her forms that have been signed by the instructor/coordinator.

Participants have the following responsibilities:

- a) Obtain the signature of the local CPD Liaison from his/her school system on both forms.
- b) Arrange for one copy to be forwarded to his/her LSS Human Resource Office.
- c) Retain one copy for participants' own record. **Do not send the form directly to the MSDE Certification Office (this should be done only when applying for recertification).**

Participants who are taking a course offered by an independent educational agency should follow the same procedures as those participants who are taking a school system course.

If the participant is not employed by a LSS but holds a Maryland certificate, he/she should retain the credit form and submit it to the MSDE Certification Office when requesting renewal of his/her certificate. The submission should include: a cover letter explaining the request and identifying information such as name, current address, name of school, and last four digits of their social security number.