Frequently Asked Questions – Continuing Professional Development

1. **Q: How do I know if a CPD course is blended or online?**
    - An online course has 80% or more of its total instruction delivered asynchronously. A blended course has asynchronous instruction but for fewer than 80% of its total hours. Page 3 of the application provides a tool to make this determination.

2. **Q: Can Google Meet or Zoom count as synchronous content?**
    - Yes, provided the course sessions through Google Meet or Zoom are being conducted live and in real time. The synchronous content is face-to-face instruction, which does include the use of video-conferencing software.

3. **Q: What are the minimum and maximum number of CPD credits that one can request?**
    - The minimum is 0.5 credit, and the maximum is 5 credits per CPD course.

4. **Q: How many clock hours are equal to 1 CPD credit?**
    - The ratio is 1 CPD credit equals 15 clock hours. Clock hours must only measure time spent on professional learning activities.

5. **Q: Can a CPD course request a range of credits based on completion of varying activities?**
    - Yes. One can note the requested credits and justify the reason in the application form. Applications should clearly identify how participants may earn the different number of credits across the range requested.

6. **Q: Approximately how long does the CPD course evaluation process for a new application or a renewal take?**
    - The review and/or renewal process takes approximately four to six weeks.

7. **Q: If I am applying for a renewal of a CPD course, then what should I do?**
    - Directions for renewal applications are provided on page 5 of the CPD Manual. Renewal applications (and regular applications) are sent to pamela.darien@maryland.gov

8. **Q: What is the required digital accessibility level for CPD courses?**
    - CPD courses must adhere to the Web Content Accessibility Guidelines (WCAG 2.1 Level AA). Course providers assume full responsibility for ensuring accessibility of

asynchronous content. Online and blended courses shall document appropriate steps on page 7 of the application.

9. **Q: How much is the cost associated with course reviews? How to make that payment?**
   - There are no costs for the course reviews for face-to-face or blended courses. There are no costs for these courses that need to be resubmitted or are seeking to be renewed.
   - For digital accessibility reviews, the cost will be four hundred and thirty dollars ($430.00) for each online course accessibility review (local school systems and state affiliates are exempt from this fee). Payment should be made directly to the digital accessibility review team at the MSDE.

10. **Q: What is the definition of a state affiliate to be exempt from the digital accessibility fee?**
    - State affiliates are defined as Maryland's public two-year and four-year colleges and universities. Maryland's local school systems are also exempt from the digital accessibility fee.

11. **Q: Is there a limit to the number of applications that can be submitted for evaluation at any one time?**
    - No. However, it is recommended that a provider does not submit more than five (5) courses at one time to ensure the provider receives timely service and feedback.

12. **Q: I have an annual workshop/conference, do I need to apply for CPD credit every time?**
    - Yes, this will enable past participants to attend because the same CPD number cannot be repeated by an educator within their own recertification cycle.

13. **Q: What items might be needed in the course curriculum materials?**
    - The intent is for course providers to include all core information (standards, learning activities, and evaluation plan) within the application. All supplemental documents should be separate from main application.
    - College or non-degree courses should attach the syllabus.
    - Workshops and conferences should attach an agenda with descriptions of each professional learning session.