



The Educator Application and Certification Hub (TEACH)
Guide for Applicants and Certificate Holders

Contents

Registration..... 2

When should I apply? 7

Submitting an Initial Application for Certification 8

 Note about Education Information..... 9

 Note about Certification Assessments..... 10

 Note for Military Applicants..... 11

 Disciplinary Action and Criminal History..... 12

 Submission and Review 12

Renewing/Reinstating a Professional Certificate..... 13

 Note about the Certificate Tab 14

 Note about Identification..... 14

 Note about Continuing Education 14

 Note about Experience 16

 Note about Assessments 16

 Note for Military Applicants..... 16

 Disciplinary Action and Criminal History..... 16

 Submission and Review 16

Adding an Endorsement to a Professional Certificate 18

 Note about Education Information..... 19

 Note about Assessments 19

 Submission and Review 20

Downloading a Copy of Your Certificate 20



Registration

All applicants and certificate holders will need to complete a one-time registration to access TEACH. Visit <https://certificationhub.msde.maryland.gov> and select 'Click here to Register'.

Sign In

Welcome to The Educator Application and Certification Hub (TEACH), Maryland's new portal for educator certification.

TEACH requires completion of a one-time registration that will provide you with a username and password for log in. If you had an account in our previous educator information system, you must register through TEACH to access your account.

[Click Here](#) or click on the button below "Click here to Register"

Please contact the Educator Certification office at certinfo@msde.maryland.gov if you have any question or experience any issue with the registration or login process.

User Name (Email)

Password

[Forgot password?](#)

[Forgot username?](#)

[Log In](#)

[Click here to Register](#)

Complete all required fields on the Registration page, then select 'Submit Registration'. If you do not wish to receive text message updates throughout the application process, select the checkbox next to "Opt out of receiving text message notifications. Messaging rates will apply."



Registration

First Name*

I do not have a middle name

Middle Name*

Last Name*

Date of Birth*

SSN*

I do not have a Social Security Number

Email Address*

Confirm Email Address*

Cell Phone*

Opt out of receiving text message notification. Messaging rates may apply

[Submit Registration](#)

[Click here to go to Log In page](#)

Once submitted, an email containing a temporary password will be sent to the email address provided during registration.

Registration

A temporary password has been sent to your email used during registration. Please login using the password sent in the email.

[Log In](#)

Use the temporary password sent to your email to 'Log In'. Your username is the email you provided during registration.



From: msde@inlumon.com

MSDE TEACH Maryland Registration

4/18/22, 11:08 AM

Dear New Applicant1,

The Maryland State Department of Education is currently converting to a fully automated certification system. You are receiving this email because you have registered with the Maryland State Department of Education to create your new user portal account.

The username associated with this request is the email address used in registration.

Your temporary password is: [REDACTED]

If you did not submit this registration request, please contact our office via email at certinfo@msde.maryland.gov or call 410-767-0390.

Sincerely,

Maryland State Department of Education

You will now see the following authentication screen, which alerts you that a code has been sent to your email address. You will use this code to validate your identity.

2-step verification

Enter the verification code we emailed to k*****e@gmail.com

You have 525 seconds until your verification code expires

Please enter your verification code

Sign in securely

[Cancel](#)

Need a new verification code?

[Email me with a new code](#)

Copy the code from the email below.



MSDE 2-step Verification Code Inbox x

no-reply.certification@msde.maryland.gov

to me ▾

Hello,

Here is the Verification Code you requested through TEACH portal.

Your Verification Code is: 127358

For your continued protection, this code will expire in 10 minutes (600 seconds).

Sincerely,

Maryland State Department of Education

Enter this code into the field.

You have 235 seconds until your verification code expires

127358

Sign in securely

[Cancel](#)

Need a new verification code?

[Email me with a new code](#)

You will now be prompted to change your password.



Change Password

Old Password

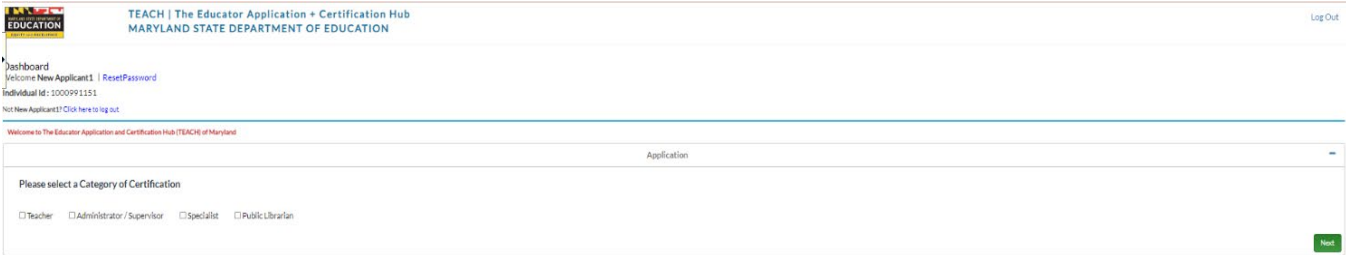
New Password

Confirm New Password

[Click here to see New Password rules](#)

Reset Password

After changing your password, you will be logged into your applicant dashboard. If you are a certificate holder, you should see a variety of online services, as well as your certificate. If you are a new applicant, you may begin the application process.





When should I apply?

After reviewing the [Routes to Initial Certification](#) and [How to Apply](#) sections of the MSDE certification website, if you can provide all of the required documentation, you are ready to apply. If you do not meet all the qualifications but would like to request an evaluation of your credentials, you may do so by choosing the Transcript Analysis Evaluation Request.

Online Services

[Request a Name Change](#)

[Transcript Analysis Evaluation Request](#)

Please note that to apply for an analysis of your transcripts, you will be required to submit the following documentation through TEACH:

- Qualifying scores on a [Basic Skills](#) test (or a minimum overall GPA of 3.0 on the most recently earned degree)
- Qualifying scores on the [Praxis Subject Assessment](#) (content only) or [ACTFL](#) in the area you are seeking. *NOTE- those individuals applying for an evaluation in the area of Elementary Education 1-6 do NOT need to present the Praxis content assessment to request a transcript analysis.*
- Official transcript(s), which must show the degree and date of conferral, if applicable.



Submitting an Initial Application for Certification

If you have never held a certificate in Maryland, you will be presented with the opportunity to select a Category of Certification to begin the application process. You may choose multiple categories.

TEACH | The Educator Application + Certification Hub
MARYLAND STATE DEPARTMENT OF EDUCATION

Dashboard
Welcome New Applicant! | [Reset Password](#)
Individual Id: 1000991151
Not New Applicant? [Click here to log out.](#)

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

Application

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian

Next

To move forward, you must click on the link underneath the categories of certification to review the eligibility requirements.

Please select a Category of Certification

Teacher Administrator / Supervisor Specialist Public Librarian

[Click here to review the requirements prior to continuing. You will not be able to move forward with your application until you review this information. Once reviewed, you may select the area\(s\) for which you would like to apply.](#)

Once reviewed, you may choose the category(ies) of certification you are seeking. Once selected, scroll down and choose “next.”

Areas of Certification Teacher

- AGRICULTURE/AGRIBUSINESS AND RENEWABLE NATURAL RESOURCES (7-12)
- AMERICAN SIGN LANGUAGE (PreK-12)
- ART (7-12)
- BIOLOGY (7-12)
- BLIND/VISUALLY IMPAIRED (PK-12)
- BUSINESS EDUCATION (7-12)
- CHEMISTRY (7-12)
- COMPUTER SCIENCE (7-12)
- DANCE (PreK-12)
- DEAF AND HARD OF HEARING (PreK-12)
- EARLY CHILDHOOD EDUCATION (PreK- 3)
- EARTH/SPACE SCIENCE (7-12)
- ECONOMICS (7-12)
- ELEMENTARY EDUCATION (1-6)
- ENGLISH (7-12)
- ENVIRONMENTAL EDUCATION (PreK-12)

To move forward, you will need to answer the following question: “Do you meet the requirements to move forward?” If you answer ‘no,’ you will be redirected back to the Dashboard. If you answer ‘yes,’ the application will open.

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland

Application

Do you meet the requirements to move forward?

Yes No

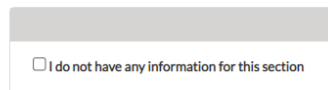
Back Next



The sections of the application are found in the tabs on the left-hand side of the screen.



You must complete all tabs to submit the application. To move past a tab that you do not have information for, choose “I do not have any information for this section.”

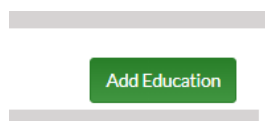


You may choose to complete the application in its entirety or over time. Any changes you make in the application will automatically save when you leave the Dashboard. If at any time you would like to delete the application, choose the Delete button located next to the application in the Application Details section of the Dashboard.

Application Details		
Application	Submitted On	Status
Initial Application		In Progress Delete

Note about Education Information

You will be required to submit official transcripts as part of the application process. Select the “Add Education” button for each transcript you are submitting. You must complete all required fields to save the entry.





You will be asked to select one of the following options for the submission of your official transcript. This selection tells the MSDE (or your employer if you are employed with a local school system) how to expect your transcript.

- I am sending an official copy of my transcript by mail.
- I have ordered an electronic copy of my transcript to be sent to the Maryland State Department of Education.

Transcripts may be submitted in one of the following ways:

- Ordered from [Parchment](#), which will be sent directly to TEACH; or
- Electronically sent to certificationtranscripts.msde@maryland.gov directly from an alternative e-transcript service; or
- Mailed to the MSDE office of certification directly from the Institution of Higher Education or in a sealed student mailer; or
- Sent directly to your employer if you are under contract with a Maryland local school district or state-operated school. Check with your employer for method of transcript receipt.

If you need to submit a transcript from another country, you will need to provide an official copy of an evaluation of that transcript from an [MSDE-recognized foreign transcript evaluation agency](#). You will be asked to choose one of the following options when you add that education entry in TEACH:

- I am sending an electronic copy of my transcript evaluation from [World Education Services](#)
- I am sending a copy of my transcript evaluation from an [approved foreign transcript evaluation service](#).

If you have completed an alternative educator preparation program that is approved to lead to certification in another state, you will be required to upload documentation from the program or state department of education demonstrating completion. When adding this entry, choose the degree, “Alternative Educator Preparation Program.”

Note about Certification Assessments

Many applicants are required to submit certification assessments as part of the application process. If you are not sure if you need to submit assessments, please review the [Routes to Initial Certification](#). Should you need to submit Maryland required assessments, review the [Test Information](#) section of our website:

Testing Information

- [General Information](#)
- [Basic Skills](#)
- [Praxis Subject Assessments](#)
- [Portfolio-Based Assessments \(edTPA & PPAT\)](#)
- [ACTFL](#)
- [SLLA](#)



When submitting assessment scores in TEACH, you will be asked to choose whether the assessment is a “Maryland-required assessment” or an “other assessment.”

An applicant who is qualifying via a [Route to Initial Certification](#) that requires Maryland certification assessments will select the Maryland Required Assessment radio button for each assessment submitted. You may choose to upload a copy of your test score report in TEACH or indicate that you have selected the MSDE as a recipient for that score. **Please note that selecting MSDE as a recipient for a test score does not initiate the application process. You must complete an application to request certification.**

Maryland Required Assessment Other Assessment

If you are submitting assessment scores from another state, you will choose “other assessment.” You will be required to upload the out of state score report(s) and documentation of the passing scores from that state.

Maryland Required Assessment Other Assessment

If you are uploading an out-of state test report you must provide the score report and documentation of the passing scores from that state.

Note for Military Applicants

Those applicants who are current service members, veterans, spouses of current service members, and spouses of veterans, are entitled to expedited service. These applications will be processed within 30 days of receipt. You will be required to submit documentation in the Military tab of the application to verify your military status.

I am a veteran, spouse of a veteran, or surviving spouse of a veteran * Yes No

I am a current service member or spouse of current service member. * Yes No

Branch(es) of Services : (Check all that apply) *

- Army/Army Reserve
- Marine Corps/Marine Corps Reserve
- Navy/Navy Reserve
- Air Force/Air Force Reserve
- Coast Guard/Coast Guard Reserve
- National Guard

Document Type	IHE	Date	Application Type	Up
---------------	-----	------	------------------	----

No Record Found

Document Type : *



Disciplinary Action and Criminal History

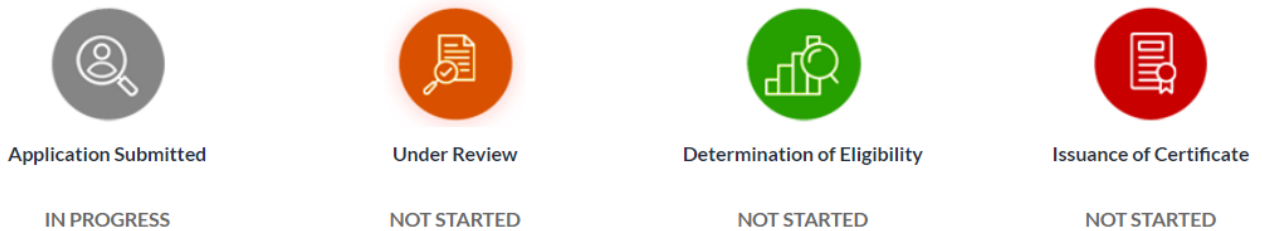
Please read the questions you are answering carefully. If you answer “yes” to any of the questions in this tab, you will be required to provide additional information and documentation. Once an application is submitted with an affirmative answer in this section, an investigation will occur to determine if you are eligible for certification in Maryland.

Submission and Review

When you have completed each tab of the application, use the Application Submission tab to submit your application to the MSDE. If deficiencies are identified in your application, you will receive a notification through TEACH (or through your local school system employer). You will have the opportunity to submit additional documentation if deficiencies are found.

If you are under contract with a local school system, State-operated school, or nonpublic special education program, the MSDE will work directly with your employer during the application review process. Those applicants should contact their employer directly should questions arise prior to and after submission of an application. All other applicants may contact certinfo.msde@maryland.gov with questions. Please check your TEACH Dashboard for application status updates. You will also receive email notices throughout the process.

Status of Most Recent Application



Once a determination of eligibility is made, you will receive a notification to pay the \$10.00 fee through your TEACH Dashboard. **You will not be able to pay until a determination of eligibility is made.**

If you are under contract with a Maryland local school system, please contact your employer to determine if you will make a payment through TEACH or if your employer will make a payment on your behalf.

You will not have the ability to submit an additional application for certification while an application is pending.



Renewing/Reinstating a Professional Certificate

Log into [TEACH](#).

Choose “Renew my Unexpired Certificate” under Online Services if you have an active certificate.

Online Services

[Renew my Unexpired Certificate](#)

If reinstating an expired certificate, choose [“Reinstate my Expired Certificate.”](#)

[Reinstate my Expired Certificate](#)

The sections of the application are found on the left-hand side of the screen.



To move past a tab that you do not have information for, choose “I do not have any information for this section.”

I do not have any information for this section



The application will start on the Certificate tab. Click the link to review the renewal requirements. You will not be able to move forward until you review the requirements.

You must click this link to review the renewal requirements prior to continuing.

The MSDE office of certification will determine what type of certificate should be issued based on the documentation provided. If you are requesting a certificate that you have not previously held, you do not need to make a selection.

Select	Certificate #	Certificate Type	Effective Date	Expiration Date	Endorsements
<input type="checkbox"/>	443	Standard Professional Certificate I (SPC I)	01/01/2021	12/31/2025	DANCE ELEMENTARY EDUCATION

[Save & Next](#)

Once you have reviewed the requirements, you are ready to complete the renewal application. You may complete the application in its entirety or over time. Each time you close the application, your changes will automatically be saved. If at any time you would like to delete the application, choose the Delete button located next to the application in the Application Details section of the Dashboard.

Application Details

Application	Submitted On	Status
Initial Application		In Progress Delete

Note about the Certificate Tab

Select the box next to the active certificate you would like to renew. If you are applying to renew to a new certificate that you have never held (e.g., PEC to APC) you do not need to select anything. MSDE (or your employer if you are under contract with a Maryland local school system) will determine the appropriate certificate for renewal.

Select	Certificate #	Certificate Type	Effective Date	Expiration Date	Endorsements
<input type="checkbox"/>	443	Standard Professional Certificate I (SPC I)	01/01/2021	12/31/2025	DANCE ELEMENTARY EDUCATION

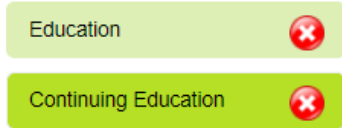
[Save & Next](#)

Note about Identification

If you have not already done so, you will be required to provide proof of identity on the Personal Information tab. Acceptable documentation options are listed in the document drop down.

Note about Continuing Education

In the renewal application, you will have the opportunity to submit information in the Continuing Education tab and the Education tab.



If you need to submit transcripts showing completion of coursework at a college or university, you will need to submit this coursework in the Education tab and select “No degree earned” for the degree option.

Enter Education information here

State: *

Degree: *

You will be asked to select one of the following options for the submission of your official transcript. This selection tells the MSDE (or your employer if you are employed with a local school system) how to expect your transcript.

- I am sending an official copy of my transcript by mail.
- I have ordered an electronic copy of my transcript to be sent to the Maryland State Department of Education.

Transcripts may be submitted in one of the following ways:

- Ordered from [Parchment](#), which will be sent directly to TEACH; or
- Electronically sent to certificationtranscripts.msde@maryland.gov directly from an alternative e-transcript service; or
- Mailed to the MSDE office of certification directly from the Institution of Higher Education or in a sealed student mailer; or
- Sent directly to your employer if you are under contract with a Maryland local school district or state-operated school. Check with your employer for method of transcript receipt.

If you have completed Maryland-approved Continuing Professional Development (CPD) coursework, or if you have completed professional development to renew a certificate from another state, you may use the Continuing Education tab to upload your documentation.

Note- Advanced Professional Certificate holders who are under contract with a Maryland local school system, State operated, or nonpublic special education program, may use this tab to submit documentation of equivalent credit earned through your employer. Other applicants may not use equivalent credits to renew their certificate.



Continuing Education

Please use this section to upload Maryland approved Continuing Professional Development (CPD) credit and/or Maryland Local School System approved equivalent credit.

Continuing Education

I do not have any information for this section

Document Type	IHE	Date	Document Link
No Record Found			

Document Type: *

Document: *

Note about Experience

If you do not have additional education experience to submit at renewal, you may choose “I do not have any information for this section.” to save the tab and move forward. If you are under contract with a Maryland local school system, your employer will enter this information for you in TEACH once the application is submitted.

You may not see all your Maryland employment history through TEACH. If the MSDE (or your Maryland local school system employer) needs you to provide verification of experience, you will be notified through TEACH.

Note about Assessments

Any assessments that were submitted prior to the release of TEACH (April 27, 2022) will not be visible in the Testing tab of TEACH. These assessments are on file if the certificate holder (or employer on your behalf) submitted a copy of the score report to the MSDE. You do not have to provide additional copies of assessments that you have already provided.

Note for Military Applicants

Those applicants who are current service members, veterans, spouses of current service members, and spouses of veterans, are entitled to expedited service. These applications will be processed within 30 days of receipt. You will be required to submit documentation in the Military tab of the application to verify your military status.

Disciplinary Action and Criminal History

Please read the questions you are answering carefully. If you answer “yes” to any of the questions in this tab, you will be required to provide additional information and documentation. Once an application is submitted with an affirmative answer in this section, an investigation will occur to determine if you are eligible for certification in Maryland.

Submission and Review

When you have completed each tab of the application, use the Application Submission tab to submit your application to the MSDE. If deficiencies are identified in your application, you will receive a notification through TEACH (or through your local school system employer). You will have the opportunity to submit additional documentation if deficiencies are found.



If you are under contract with a local school system, State-operated school, or nonpublic special education program, the MSDE will work directly with your employer during the application review process. Those applicants should contact their employer directly should questions arise prior to and after submission of an application. All other applicants may contact certinfo.msde@maryland.gov with questions. Please check your TEACH Dashboard for application status updates. You will also receive email notices throughout the process.

Status of Most Recent Application



Application Submitted

IN PROGRESS



Under Review

NOT STARTED



Determination of Eligibility

NOT STARTED



Issuance of Certificate

NOT STARTED

Once a determination of eligibility is made, you will receive a notification to pay the \$10.00 fee through your TEACH Dashboard. **You will not be able to pay until a determination of eligibility is made.**

If you are under contract with a Maryland local school system, please contact your employer to determine if you will make a payment through TEACH or if your employer will make a payment on your behalf.



Adding an Endorsement to a Professional Certificate

A certificate holder may add an endorsement to an active professional certificate (i.e., PEC, SPC, APC) by selecting the Add Endorsement to an existing certificate link in TEACH under Online Services

Online Services

[Renew my Unexpired Certificate](#)

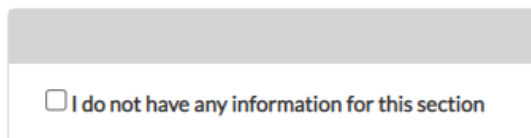
[Add Endorsement to an existing certificate](#)

[Transcript Analysis Evaluation Request](#)

The sections of the application are found on the left side of the screen.



To move past a tab that you do not have information for, choose “I do not have any information for this section.”





To save the Instructions tab, you must review the requirements to add an endorsement by clicking on the link provided.

Application Instructions

Welcome to The Educator Application and Certification Hub (TEACH) of Maryland! Your application must be complete prior to submission to the Maryland State Department of Education Office of Certification. If deficiencies are found in your application, it will be returned for correction. Once all deficiencies are corrected, your application will be reviewed by a certification specialist. Applications that are not corrected within one year of submission will be purged from the system.

You will continue to receive text message and email updates as your application moves through the review and approval process. When your application is approved, you will be notified. No payment is required when adding endorsements to an existing certificate.

College/university transcripts must be official and may be submitted by using our Parchment interface or by U.S. Mail. If mailed, transcripts must come directly from the institution or be mailed in a sealed student mailer. Applicants may not upload copies of their own transcripts. Test score reports and most other supporting documents may be uploaded within the application.

If you have questions, please contact the Maryland State Department of Education Office of Certification at 410-767-0390.

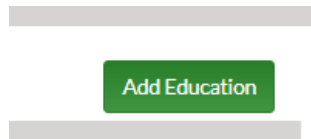
[Click here to review the requirements prior to continuing. You will not be able to move forward with your application until you review this information. Once reviewed, you may select the area\(s\) for which you would like to apply.](#)

[Save & Next](#)

Once you review the requirements, you are ready to apply.

Note about Education Information

You have the option to submit additional official transcripts as part of the application process. You are not required to submit transcripts that have previously been submitted. Select the “Add Education” button for each transcript you are submitting. You must complete all required fields to save the entry.



You will be asked to select one of the following options for the submission of your official transcript. This selection tells the MSDE (or your employer if you are employed with a local school system) how to expect your transcript.

- I am sending an official copy of my transcript by mail.
- I have ordered an electronic copy of my transcript to be sent to the Maryland State Department of Education.

Transcripts may be submitted in one of the following ways:

- Ordered from [Parchment](#), which will be sent directly to TEACH; or
- Electronically sent to certificationtranscripts.msde@maryland.gov directly from an alternative e-transcript service; or
- Mailed to the MSDE office of certification directly from the Institution of Higher Education or in a sealed student mailer; or
- Sent directly to your employer if you are under contract with a Maryland local school district or state-operated school. Check with your employer for method of transcript receipt.

Note about Assessments

Any assessments that were submitted prior to the release of TEACH (April 27, 2022) will not be visible in the Testing tab of TEACH. These assessments are on file if the certificate holder (or employer on your



behalf) submitted a copy of the score report to the MSDE. If you are unsure as to whether MSDE has your score on file, upload an additional copy using the Testing tab.

When submitting assessment scores in TEACH, you will be asked to choose whether the assessment is a “Maryland-required assessment” or an “other assessment.” If you are applying for a teaching endorsement by submitting a [content assessment](#), you must submit the Maryland required assessment.

Maryland Required Assessment Other Assessment

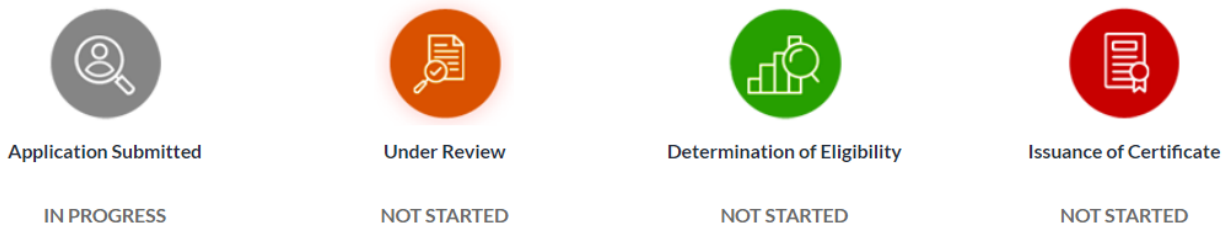
Please note that selecting MSDE as a recipient for a test score does not initiate the application process. You must complete an application to request certification.

Submission and Review

When you have completed each tab of the application, use the Application Submission tab to submit your application to the MSDE. If deficiencies are identified in your application, you will receive a notification through TEACH (or through your local school system employer). You will have the opportunity to submit additional documentation if deficiencies are found.

If you are under contract with a local school system, State-operated school, or nonpublic special education program, the MSDE will work directly with your employer during the application review process. Those applicants should contact their employer directly should questions arise prior to and after submission of an application. All other applicants may contact certinfo.msde@maryland.gov with questions. Please check your TEACH Dashboard for application status updates. You will also receive email notices throughout the process.

Status of Most Recent Application



Downloading a Copy of Your Certificate

Visit <https://certificationhub.msde.maryland.gov> and log in to your account. If you have not yet completed a one-time registration in TEACH, you must do so. Please reference that Registration section of the manual.



Once logged in, scroll down to the Certificate table.

Navigation menu with items: Certificate, Education, Continuing Education, Maryland Public School Experience. The 'Certificate' item is highlighted in yellow.

Select the “+” symbol to open the Certificate table.

Expanded 'Certificate' menu item with a yellow '+' icon on the right.

You may Preview your certificate by clicking on the Preview button. If you would like to download or print your certificate, scroll to the bottom of the preview and click “Download PDF.”

Current Certificate table with one row of data. The 'Preview' button in the 'Action' column is highlighted in yellow.

Certificate Number	Certificate Type	Date of Issuance	Effective Date	Expiration Date	Cancel On Date	Status	Action
CER-69534-N7V9N9	Advanced Professional Certificate (APC)	12/18/2017	01/01/2018	12/31/2022		Active	Preview  

Renewal requirements are defined in the Code of Maryland Regulations 13A.12.01.11, which may be accessed at <http://www.dsd.state.md.us>.

To print your certificate, download the pdf, then print.

Buttons: Download PDF (highlighted in yellow), Email PDF, OK

If you would like to email a copy of your certificate to the your own email address on file, you may click “Email PDF.”



Renewal requirements are defined in the Code of Maryland Regulations 13A.12.01.11, which may be accessed at <http://www.dsd.state.md.us>.

To print your certificate, download the pdf, then print.



Buttons: Download PDF, Email PDF (highlighted in yellow), OK



You may also click the download button if you would like to download your certificate without previewing it.

Current Certificate							
Certificate Number	Certificate Type	Date of Issuance	Effective Date	Expiration Date	Cancel On Date	Status	Action
CER-69534-N7V9N9	Advanced Professional Certificate (APC)	12/18/2017	01/01/2018	12/31/2022		Active	Preview  

Please note that the “E” icon will show the endorsements associated with the certificate.

Current Certificate							
Certificate Number	Certificate Type	Date of Issuance	Effective Date	Expiration Date	Cancel On Date	Status	Action
CER-69534-N7V9N9	Advanced Professional Certificate (APC)	12/18/2017	01/01/2018	12/31/2022		Active	Preview  

Endorsements (Advanced Professional Certificate (APC))			
Endorsements for Advanced Professional Certificate (APC)			
Endorsement Area	Attained Date	Status	Grade Level
GENERIC SPECIAL EDUCATION		Active	Infant-3