



Processes and Procedures

Registration

In order to register for courses, educators must have an active MSDE eConnect account. Please email msdeblackboard.msde@maryland.gov to request an active account **or** to retrieve a forgotten password.

Payment Information

- You will need a credit card to register for courses and pay fees.
- The total costs for the course including the following:
 - **Course Fee** – the fee for the course based on the number of credits
 - **Registration Fee** – non-refundable \$25 fee
 - **Bank Processing Fee** – non-refundable 3% fee of the total fees for online bank services

Course Cancellation Policy

If a course does not meet the minimum enrollment of 12 registrants, it will be cancelled at least one week prior to the end of registration. If a course is cancelled by MSDE due to low enrollment, registrants will receive an email approximately prior to the end of registration that provides two options:

- 1) Transfer your registration to another course **OR**
- 2) Request a complete refund of the total fees including the \$25 registration fee and 3% bank processing fee.

Withdrawal Policy

- Only the course fee is **only** refunded if registrants withdraw via email **within seven business days from the course start date.**
- To officially withdraw from the course, registrants **must** send an email to onlinepd.msde@maryland.gov. Withdraw emails sent to facilitators will not be accepted.
- The refund process may take a few weeks. Any refunds due to registrants will be applied to the credit card used to register.

Continuing Professional Development (CPD) Credit Information

All of the MSDE online courses offer CPD credits ranging from 1 credit-4 credits per course. The number of credits for each course is listed in the course catalog.

Below are the grade requirements to earn CPD credit.

Percentage	Grade	CPD Awarded
90-100	A	Yes
80-89	B	Yes
70-79	C	Yes
60-69	D	No
59 and below	E	No

****NOTE:** To enroll in an MSDE approved shadowing experience, participants are required to pass the *Online Teaching in Maryland* course with a grade of 80% or higher.

AU Credits for Baltimore City educators: Some of our courses may qualify for Baltimore City AU credits. These are noted in the course catalog.