



RENEWING MARYLAND CERTIFICATION:

In order to keep your Maryland teaching certification current, you must meet Maryland State Department of Education (MSDE) Continuing Professional Development (CPD) requirements. This will require you to develop an individualized professional development plan. You must complete six hours of CPD every five years to renew your teaching certificate. School systems will offer CPD courses to teachers through their CPD liaison.

You will be assigned a renewal month, either January or July. Your teaching certificate would then be renewed in January or July of every fifth year. Administrative renewal fees are \$10.

Reading Requirement

All Maryland teachers must fulfill the MSDE Reading requirement in order to keep their certification valid. This is a one-time requirement for all current and prospective Maryland teachers.

- Early childhood and elementary teachers must complete 12 hours in reading coursework
- Middle and high school teachers must complete 6 hours in reading coursework
- Courses may be taken at MDSE-approved two- and four- year colleges and universities

If you work for a Maryland school system, they will handle the teacher certification renewal process. If you are not currently working for a school system in Maryland or working for a non-public school and wish to renew your Maryland teaching certification, submit the following to **Maryland State Department of Education, Certification Branch, 200 W. Baltimore St., Baltimore, MD 21201:**

- Cover letter with your name, address and social security number
- Official, unopened transcripts showing six college/university credits or MSDE CPD credits earned within the past five years, as well as proof that you've satisfied the reading requirement
- \$10 check or money order payable to MSDE

The Certification Branch will process your renewal request and mail your renewed certificate to your address.