

APPLYING FOR MARYLAND STATE CERTIFICATION
for UMES Graduates

1. Dr. Verbeke, Director of Teacher Education, will send the wording for the MAP (Maryland Approved Program) stamp to the UMES Registrar. Once you are “cleared” for graduation by that office, the MAP stamp will be placed on your transcript. Before you proceed with completing the Maryland State Certification application, it is important for **you** to know that the MAP has been placed on your transcript. Make sure that **you get an official copy of your UMES transcript for your files** to ensure that the wording is on your transcript. The wording on your transcript is customized to your major, program and degree and usually reads:

THIS STUDENT HAS COMPLETED A MARYLAND STATE APPROVED LICENSURE PROGRAM BASED UPON RECOGNIZED STATE OR NATIONAL STANDARDS. THE UNIT IS ACCREDITED BY THE NATIONAL COUNCIL FOR THE ACCREDITATION OF TEACHER EDUCATION. THE PROGRAM INCLUDES THE MARYLAND APPROVED READING COURSES. *(This last sentence is not contained on the School Counselor’s transcript.)*

PROGRAM: Your Degree (e.g., B.A., B.S., M.Ed., or M.A.T.)

CERTIFICATE: Name of Your Content Area and Grade Levels (School Counselors do not have grade levels indicated)

2. Go to the website for the Maryland State Department of Education (MSDE) and specifically to the section on certification.

http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/certification_inf/apply/overview

3. Once on this page, click on #1 - “I am a recent (within the last five years) graduate of a Maryland Approved Program.” Here is what you will see once you click on #1. There are specific comments and directions for you after each step.

Step 1.

Complete a [Maryland Approved Program](#) (MAP) outlined by the college/university you have attended.

Note: *You have already done this by earning your degree in the approved teacher education or school counseling program at UMES.*

Step 2.

In addition to completing a [MAP](#), you must meet Maryland's qualifying scores on all required teacher certification tests ([Praxis I](#) and [Praxis II](#) or [ACTFL](#)).

Note: *Only teacher education majors have to pass both PRAXIS I and PRAXIS II and have done this prior to entering their internship. School counselors are not required to pass these tests.*

Step 3.

To request your initial Maryland certificate by mail, submit the following:

- Official transcript(s) in an unopened mailer for all course work taken (community college, baccalaureate, post-baccalaureate, if applicable). Your transcript must show the degree, date of conferral, and the **Maryland Approved Program statement**. Student copies in an unopened mailer are also acceptable. (Do not have the college/university send transcripts directly to this office.);

Reminder: *Make sure that all of the above information is on the transcript that you send. This can be done by getting a copy for yourself.*

- Qualifying scores for the required certification tests, [Praxis I](#) and [Praxis II](#) or [ACTFL](#). Your test scores may be noted on a college transcript or you may send a photocopy of the original score report; and

Reminder: *You should have a copy of your scores sent from ETS. If you need further assistance, please contact Dr. Nugent at manugent@umes.edu.*

- A cover letter with your name, complete mailing address, social security number, and the area of certification you are seeking. Day time telephone number and personal e-mail address are encouraged.

Reminder: Please complete the Initial Application for Certification form that contains all of the information requested above; it can be found by clicking on

http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/certification_inf/apply/overview

Scroll down and click on #12; here is what appears

Downloadable Forms

[Initial Application for Certification](#)

[Verification of educational experience](#)

[Occupational Experience Resume](#)

Click on the first form, “Initial Application for Certification” and complete it. This contains all requested information. Then,

Send your complete packet to the following address:

Maryland State Department of Education
Certification Branch
200 W. Baltimore Street
Baltimore, MD 21201

Step 4.

We will determine your eligibility for certification and notify you in writing or by email.

Comment: MSDE will then notify you of your eligibility.

Please note that it is often easier to obtain your initial Maryland certification if you are hired by a public school in the state of Maryland as the school system's Human Resources office will help prepare and submit your application materials for you.

However, it is always a good idea to obtain your Maryland state certification as soon as possible, even if you have not taken a position in Maryland or do not plan to do so. Maryland has reciprocity with most other states and territories.

For further information from MSDE, please see below for contact information.

Contact Information

Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201
Phone: (410) 767-0412 or toll free (866) 772-8922
TTY/TDD: (410) 333-6442

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